



**SPECIAL MEETING AGENDA**

**Date:** 4/19/2022  
**Time:** 5:00 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 850 5192 4092

**NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE**

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Submit a written comment online up to 1-hour before the meeting start time:  
[city.council@menlopark.org](mailto:city.council@menlopark.org) \*  
Please include the agenda item number you are commenting on.
- Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID 850 5192 4092
- Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 850 5192 4092  
Press \*9 to raise hand to speak

\*Written public comments are accepted up to 1-hour before the meeting start time.

- Watch meeting:
  - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:  
Channel 26

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](http://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](http://menlopark.org/agenda)).

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

**Special Session ([Zoom.us/join](https://zoom.us/join) – ID# 850 5192 4092)**

**A. Call To Order**

**B. Roll Call**

**C. Closed Session**

Public Comment on these items will be taken before adjourning to Closed Session.

- C1. Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding labor negotiations with the American Federation of State, County, and Municipal Employees Local 829 (AFSCME) and Confidential employees; and Menlo Park Police Sergeants (PSA)

Attendees: Interim City Manager Justin Murphy, City Attorney Nira F. Doherty, Legal Counsel Charles Sakai, Interim Human Resources Manager Kristen Strubbe

**D. Report from Closed Session**

**E. Special Business**

- E1. Interviews of Planning Commission applicants ([Attachment](#))  
(Note: No action will be taken at this meeting. Appointments are scheduled for the April 26, 2022 City Council meeting.)

**F. Regular Business**

- F1. Adopt fiscal year 2022-23 budget principles and review General Fund forecast as of March 31, 2022, and receive preliminary information about potential service level enhancements and the capital improvement program ([Staff Report #22-072](#))

**G. Informational Items**

- G1. Personnel activity report as of March 31, 2022 ([Staff Report #22-073](#))

**H. 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](mailto: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](http://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](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 4/15/2022)

# Advisory body application



Submission date: 10 April 2022, 6:50PM  
 Receipt number: 18  
 Related form versions: 4

Applicant's full name (first and last)	Linh Dan Do
Desired advisory body (check all that apply)	Planning Commission

## Applicant interest, experience and qualifications

Education	Bachelor of Architecture, Rice University
-----------	---

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

I am a mother of 2 young children, one attends Encinal Elementary School and one attends the Menlo Children's Center. I am a relatively new resident of Menlo Park, our family having moved here in 2018 for my husband's interest in the innovative job opportunities in Silicon Valley. As I took my kids to parks and storytime at the library, I met many other parents much like us - parents with young children or those who had recently moved here for job opportunities. A common conversation topic was the prevalent sense of feeling transitory due to the prohibitively high cost of purchasing a home. Like us, many families were renting but considering moving away from the area - to the East Bay or Sacramento - to purchase a home. When the pandemic hit, many of our friends did end up moving away - but even further, back home to the midwest and southwest - where family was and housing prices are more affordable. Yet, even those of us who can afford the rent here are exceedingly fortunate. Many of us choose to continue renting here because of the walkability, good schools and community amenities, and pleasant feeling of community. However, I understand that the Planning Commission's purview encompasses more than housing. More recently, to prepare for this application, I watched the Color of Law Menlo Park edition and am reading Richard Rothstein's Color of Law. I have also been watching the recent Planning Commission meetings. Between my personal experience and additional research, I am slowly piecing together my understanding of the capacity of government and community engagement to create the livability and diversity of our communities.

I have recently become involved in the community. After the wildfires of 2020, I became aware of Menlo Park's Climate Action Plan and bold goal to become carbon neutral by 2030, and I joined the Menlo Park Climate Team, a project of 350 Silicon Valley, last summer. Since then, I have taken on the role of sharing events that are educational and relevant to families with the school community. I am also currently part of the Steering Committee that is planning and organizing the We Love Earth festival for Menlo Park and nearby communities this month.

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

**The Planning Commission's responsibility to review development proposals for compliance with the General Plan and Zoning Ordinance comprises both decision-making roles, in situations involving architectural control, use permit, or variance for example, as well as an advisory role, in its capacity to make recommendations to the City Council for projects involving major subdivisions, rezoning, conditional development permits, Zoning Ordinance amendments, General Plan amendments, and environmental reviews and Below Market Rate Housing Agreements. The Commission receives and synthesizes complex information, weighs it against the principles and requirements laid out in the General Plan and Zoning Ordinance, and comes to a decision or recommendation, depending on what the project involves. It seems like a challenging, and invaluable, task to balance the complex intricacies of each situation with principles to create what we collectively envision for our community.**

As an architect, I worked as part of various design teams to create design concepts for buildings. We integrated sustainable principles into the design concept from the beginning - examples include reusing old buildings instead of building new, orienting new buildings to optimize energy efficiency, planning interior spaces for maximum flexibility and longevity, and integrating the building exterior into the surrounding urban fabric. As designers, we advocated for the principles that would drive the design concept and saw them through the design development of the building.

Outside of the office, I organized two community initiatives. At the heart of both projects were community outreach. For the 2014 Minnesota State Fair, I worked with a small team to create an exhibit that highlighted the Twin Cities local food system. We connected members of the local food system with emerging graphic designers to create boards that told the story of those small farms, restaurants, and co-op groceries who comprise the local food system. We raised funds and acquired materials donations, and we built the physical structure that displayed the story boards. During the two week run of the Fair, the story boards served as conversation catalyst between fairgoers, exhibit volunteers, and members of the local food community.

In the fall of 2016, I organized a one week design session for the students at the East Bay Innovation Academy in Oakland. The design session was one of several options students could choose for their Intersession, a week-long break from the normal school schedule to engage in a special project. The week started with a design "charrette," a brainstorming of design concepts, which was followed by selecting a design concept to develop. In the middle of the week, I invited two peers in the architecture industry to provide feedback on the students' designs, and the week ended with a visit to a local architecture office.

As mentioned previously, I am currently part of the Steering Committee that is planning and organizing the upcoming We Love Earth festival.

At the heart of all my experience, professional or volunteer, is advocacy

- advocating for design and environmental concepts as an architect, and through my volunteer work - advocating for local food system heroes, advocating for students in an underserved neighborhood to take an active and creative role in architecture and design, advocating for the planet and environmental awareness in the community.

In a way, at the heart of the Planning Commission's regulatory and advisory roles, is advocacy - making sure that development projects contribute to a civically engaging, socially robust, and environmentally responsible community in Menlo Park. At the same time, I understand that in addition to high level principals, there are very specific terms as laid out in the General Plan and zoning ordinances, and to that end, I have been familiarizing myself with those documents, current projects, and recent Planning Commission discussions.

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

It is possible to have made this statement at any point in time, but this is a critical time in Menlo Park's development. With the 3000 housing units planned for the next housing cycle, and all the changes in the community that such an increase could potentially have, along with Menlo Park's goals of social equity and carbon neutrality, the Planning Commission plays a critical role in achieving these development, social, and environmental goals, while staying true to the sense of community that is integral to Menlo Park. It is in this critically important time that I would like to offer my voice and service. As a member, I hope to first listen and learn from the other Commissioners and from what has already been achieved, as I know that the homework I have done barely scratches the surface of all there is to understand. I hope to be an active and empathic participant as Menlo Park evolves into a community that stays true to it what makes it appealing - walkable and welcoming, a community where one looks forward to a stroll to the park, library, or cafe and know that you will run into a neighbor or two - while also being a community that is diverse, flexible, resilient, and able to proactively adapt to change.

### Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	N/A
Business phone	N/A
Address 1	[REDACTED]
Address 2	
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	4

How did you hear about this opportunity (check all that apply)

Email

If I am appointed, the City is authorized to post the following information on the city website (please select at least one):

Cellphone: **No**

Business phone: **No**

Home phone: **No**

Email: **Yes**

### Application acknowledgement and submittal

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

I agree

Signature



[Link to signature](#)

# Advisory body application



Submission date: 10 April 2022, 2:44PM  
Receipt number: 17  
Related form versions on: 4

Applicant's full name (first and last) Michael DeMoss

Desired advisory body (check all that apply)

- Complete Streets Commission
- Environmental Quality Commission
- Finance and Audit Committee
- Housing Commission
- Housing Element Community Engagement and Outreach Committee
- Library Commission
- Parks and Recreation Commission
- Planning Commission

## Applicant interest, experience and qualifications

Education University of Minnesota, B.A. Mathematics  
Mitchell Hamline Law School, Juris Doctor  
Attorney, County Trial Judge, Law School Dean and Professor  
Extensive Court Trial and Commercial Real Estate experience

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

I currently serve as a Menlo Park Community Emergency Response Team member (CERT) and I am Ham Radio licensed.  
Minnesota Service, prior to moving to Menlo Park:  
Founder of the Regina Neighborhood and Business group  
Volunteer Attorney for the County Juvenile Delinquent Diversion Program  
Founder of two Law Schools  
Founder and owner of Community Bank Plymouth

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

As a former Actuary (professional mathematician), former Combat Crew Commander (Captain, Top Secret Crypto, USAF, SAC) and Trial Attorney, County Court Judge and Law School Dean (supervised 22 attorneys and staff) and Law Professor; I have been responsible for numerous financial and personal matters.

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

I have a great desire to make, and keep, Menlo Park as a first class city for my children and grandchildren. Due to my extensive experience, I have the ability to see, and solve, problems before they become emergencies.

## Contact and residency information

Email [REDACTED]



Cell phone	██████████
Home phone	██████████
Bus ness phone	██████████
Address 1	████████████████████
Address 2	
C ty	Menlo Park
State	CA
Z p code	94025
Bus ness address	████████████████████
Number of years as a Menlo Park res dent	7
Current C ty Council d str ct	District 5
How d d you hear about th s opportunit y (check all that apply)	Email
If I am appo nted, the C ty s author zed to post the follow ng nformat on on the c ty webs te (please select at least one):	Cellphone: <b>No</b> Bus ness phone: <b>No</b> Home phone: <b>No</b> Ema l: <b>Yes</b>

### Application acknowledgement and submittal

I cert fy that the answers g ven here n are true and complete to the best of my knowledge. I agree

Signature 

[Link to signature](#)

# 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: 3/20/2018

Commission or committee of interest: Planning Commission


Name: Camille Gonzalez Camille

Education: MPA Baruch College, Master of Urban Planning, Harvard University Graduate School of Design

Civic affiliations and community activities, including service on other commissions or committees:  
 Menlo Park Planning Commissioner  
 Menlo Park Housing Commissioner  
 Rotary--Palo Alto University Rotary Club  
 Board of Directors Wender Weis Foundation For Children  
 Advisory Board, Fund Her

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 continued understanding and experience that the Planning Commission facilitates the decisions around land use and special projects, and comments on Environmental impact documents of proposed development in the City of Menlo Park. As a former professional Urban Planner, and a current member of the Menlo Park Planning Commission, I understand the wide variety and complexity of issues and impacts of new development in established communities as well as the need for stakeholder and community understanding to help usher in change and support the development of a robust and vibrant community. I also understand the role of the Planning Commission is to assist City Council in making difficult decisions for both our present day community as well as the future members of this community.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:  
 As an 11-year resident of Menlo Park and a current member of the Menlo Park Planning Commission, I continue to believe that it is important to be involved in the civic decision making process. Even more so than during my first term application, I believe that it is important to use my skillsets to help bring additional dialogue and perspective to the table. As a single parent of three young children and renter in Menlo Park I feel my participation on the Planning Commission has helped me bring an additional-- not often heard-- voice to the dias.  
 As we begin to make generational decisions in this City with regard to land use and affordable housing, some of the larger hurdles our City I believe this experience coupled with my training as an Urban Planner makes me well-suited to continue to participate effectively on this commission.

  
 Signature

4/11/2022  
 Date

**OFFICE USE ONLY:**  
 Application received: 4/14/2022  
 Considered by City Council: \_\_\_\_\_  
 Considered by City Council: \_\_\_\_\_  
 Considered by City Council: \_\_\_\_\_  
 If appointed, term ends: 4/30/2026  
 Address verified in City Limits (if necessary):  By: JAH  
 Appointed:  Yes  No (Initials)  
 Appointed:  Yes  No  
 Appointed:  Yes  No

<b>Personal information:</b>			
Name: camille gonzalez kennedy		Number of years as a Menlo Park resident: 11	
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:			
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>already serving</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 checked="" type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# Camille Gonzalez Kennedy

C: [REDACTED] | E: [REDACTED] | L: [REDACTED]

Entrepreneurial senior leader, strategist, and relationship-builder with experience designing, scaling, and executing comprehensive fundraising initiatives for the social impact sector, including cultivating and closing 7-figure gifts. Proven track record leading complex strategic and programmatic initiatives that leverage organizational growth opportunities to launch comprehensive donor relations and fundraising programs. Big-picture and collaborative thought leader with experience advising senior leaders on the intersection of marketing, branding, and philanthropy.

## EXPERIENCE

LifeMoves

### ***Vice President of Philanthropy***

January 2022- Present

*As a member of the Senior Leadership Team works within a strategic, laser-focused environment to shaping strategies that advance capital and operating campaigns and develop synergies between LifeMoves strategy and the interests of donors, partners, and public stakeholders.*

- Identify and cultivate new relationships with high-net-worth individuals, corporations, and private foundations, as well as steward current principal/capital donors and partners.
- Work most closely with the CEO, Chief Development Officer, Vice President Strategic Initiatives, additional VP Philanthropy, and with campaign chairs and board members.
- Formulates strategies to promote effective donor and prospect engagement.
- Develops productive, transparent, and collaborative relationships with colleagues, volunteers, board members, and other stakeholders
- Creates pipelines of new funding opportunities.
- Facilitates discussions with LifeMoves leadership to match donor interests; leverage program expertise for donor cultivation;
- Energizes internal and external networks to ensure LifeMoves is in front of decision makers.
- Develops cultivation, stewardship, and solicitation strategies for current LifeMoves funders with potential capacity for supporting increased on-going operating expenses and new capital initiatives.
- Evaluates gift opportunities and philanthropic vehicles and recommend customized giving options for donors.
- Provides support to Board members, CEO, Principal Gifts Task Force, and other gift officers to ensure they have the tools, support, messaging, and confidence to interact with potential donors.
- Ensures timely and appropriate written communications and donor recognition.
- Coordinates and communicates with other departments for events, public relations opportunities, etc.
- Advocates for additional resources required to meet funding goals.

MS. Foundation for Women, Brooklyn, New York  
**Senior Director Advancement Strategy**

May 2020 - Present

*Identifies emergent opportunities to position and build the influence of the Ms. Foundation and provides management and supervisory leadership to ensure strategic alignment of departmental and organizational planning. Represents the foundation to diverse stakeholder audiences, building critical relationship networks, while ensuring internal alignment across departmental and organization-wide work plans. Monitors key trends in the philanthropic, political, and cultural landscape and prepares the Advancement team to be proactive in response to these trends. Leads national and regional campaigns to provide diverse funder audiences with opportunities to make gifts of transformational financial support to the Ms. Foundation for Women.*

- Launched the Foundation's first comprehensive campaign (\$30 Million) focused on transformational gifts to increase individual and foundation giving in service of new strategic initiatives, leading to transformational gifts from Mackenzie Scott (\$10M) and Jack Dorsey (\$3M).
- Led a comprehensive audit of the foundation's existing fundraising strategies and donor growth process. This resulted in a complete rebuild of the annual fund, planned giving and major gifts programs.
- Strengthened development operations with a focus on fundraising and stewardship policies and communications. This included a comprehensive review of existing policies and the implementation of new donor giving tiers and policies to grow annual and principal giving.
- Co-led the strategic rebuild of the communications and fundraising teams including supervising external consultant teams.
- Built cross-functional teams across advancement, programs, grantmaking and capacity building and finance and operations to increase efficiency and efficacy as well as developed protocols to measure the foundation's impact. This resulted in the creation of key impacts and storytelling tools for staff, investors and donors.
- Spearheaded the foundation's re-branding campaign focused on expanding and diversifying its national reach in the service of expanding the donor pipeline through brand awareness

Avenidas, Palo Alto, California

**Vice President, Strategic Partnerships and Growth**

September 2018- May 2020

*Serve as advisor and thought partner to the CEO, focused on designing new programs and funding strategies. Developed growth strategies that transformed and expanded Avenidas' social impact, bringing Avenidas services to communities of greatest need adjacent to Palo Alto. Leveraged Avenidas' community reputation to reinvigorate and redesign philanthropic messaging, resulting in increased individual and foundation giving in service of new strategic initiatives.*

- Spearheaded strategic plan and re-branding focused on expanding and diversifying services and programs parallel with \$22M building campaign. In collaboration with CEO and Capital Campaign Committee secured \$5.25M in funding to closeout 4-year campaign.
- Designed and executed new programmatic strategic initiatives. Identified and secured

privately sourced public funding, in the form of public benefits dollars, to expand programs to reach low income and LGBTQ seniors in southern San Mateo County and northern Santa Clara County. Leveraged new funding streams for expanded mission-driven programs to create new philanthropic opportunities, enabling new partnerships with donors and corporations.

- Steward portfolio of major donors. Developed and oversaw fundraising strategies to engage individual donors giving over \$10,000+. Managed special portfolio of major donors (\$25,000++). Collaborated with front-line development team to hone donor management process, expand donor pipeline, and upgrade mid-level donors, resulting in \$1M in new funding for strategic initiatives.

**Major Gifts Officer**

September 2017 – September 2018

- Raised \$750K+ in year 3 of 4-year, \$22M building campaign.
- Initiated and executed the organization's first comprehensive fundraising strategy for major donors and institutional funding sources, including setting new major gifts goals; cultivated and managed portfolio of major gift prospects (\$10K ++).
- Coordinated Legacy Society, Avenidas' planned giving program.
- Expanded donor pipeline by initiating and implementing systematic donor management system.

Random Acts of Flowers, Menlo Park, California

**Executive Director**

May 2015 – September 2017

*Leadership executive for local branch of a national non-profit, responsible for all on-site business management and overseeing a staff of 3 and a volunteer base of 300. Recruited vice chair of the Board to design fundraising strategy for Silicon Valley, professionalize staff, and design and execute a strategic plan.*

- Designed and executed comprehensive fundraising strategy including annual fund, major gifts, grants. and corporate partnerships
- Led major gifts campaign; built donor base from 50 to 1,000 donors, tripling revenue in 16 months.
- Conceptualized and produced all corporate fundraising events for the organization including RAF GROW event (annual major fundraising luncheon for 350 people) and "Cocktails in the Garden" (focused major- donor cocktail party for 125).
- Managed and maintained media relationships including all social media platforms.

MHA|RMT, San Mateo, California

**Senior Environmental Planner**

September 2007 – March 2009

- Led community outreach and public relations efforts for large-scale infrastructure projects in California and Nevada.
- Managed Environmental Impact Statements; lead a team of 15 subject-matter experts to create a comprehensive federal document.

URS Corporation New York, NY

**Assistant Program & Project Manager**

August 2003 – December 2006

- Lead Planner for assembling environmental impact statements following SEQ, CEQR and ULURP guidelines.

- Led team of 6 subject-matter experts and Port Authority of New York and New Jersey (PANYNJ) staff to create comprehensive plan for redeveloping bridge systems in the PANYNJ

The Cornell Club, New York, NY

***Director of Health and Fitness***

January 1997 – July 2001

- Managed operation of 300-member private fitness center including the supervision of a staff of 13
- Prepared budgets; forecasted revenue and profits; developed marketing strategies
- Designed floor plan and supervised complete renovation and construction of 1,000 square-foot fitness center

The Boston Living Center Boston, MA

***Director of Congregate Meals Program***

January 1993- April 1996

- Designed and supervised construction of a 2000-square-foot, ADA-compliant kitchen and dining facility.
- Developed and grew a meals program serving 150 people with HIV/AIDS daily, including preparing budget and implementing data collection protocol to comply with government requirements.
- Expanded program from dependence on local donations to annual budget of \$750,000.

**SELECTED COMMUNITY SERVICE**

City of Menlo Park, Planning Commissioner

April 2018-present

Fund Her, Advisory Board Member

2017-present

Wender Weis Foundation for Children, Board Member

2012-present

**EDUCATION**

Harvard University, Graduate School of Design, Master in Urban Planning, 2003

Baruch College, BS with honors in Public Affairs, 2001

Oberlin College and Conservatory of Music, History and Trombone Performance, 1988





## COMMISSION/COMMITTEE APPLICATION

OFFICE USE ONLY  
RECEIVED

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

Date: 3/26/2014

Commission/Committee of Interest: Planning Commission and Environmental Quality Commission

Name: Michael Meyer

Education: Several years of college/ no degree

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

Coached Little League and AYSO. I served 4 years on the Transportation Commission several years ago. I recently served on the Bicycle Commission and am currently a Transportation Commissioner.

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

My understanding of the Commission responsibilities is to review use permits and variances as well as help maintain the ever evolving relationship between the General Plan and the cities needs. I believe that my unique view on multi-modal transportation as well as 15 years of residency as a renter and homeowner will bring a balanced and needed point of view to the Commission.

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

I would like to bring a little more transportation related point of view to the commission and hope to bring a fair and balanced voice to the commission.



**Terms**

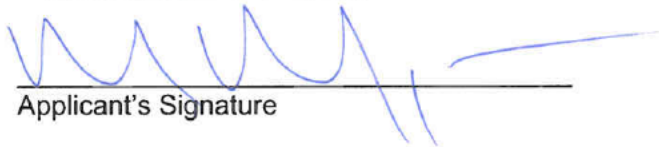
Terms for most commissions/committees are for a period of four years. Members are limited to two consecutive full terms. If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.

**Specific Information**

Serving on a commission or committee may require one or two night meetings per month, with each meeting averaging three to four hours. You may also be asked to serve on additional subcommittees. Members are expected to attend all meetings. Attendance at less than two-thirds of scheduled meetings may result in removal by the Council. Commissioners are not paid for their volunteer service. General information related to the charge of the commissions and committees and their schedules are shown on the attachment. More specific information may be obtained by viewing the City's website at [http://www.menlopark.org/city\\_commissions.html](http://www.menlopark.org/city_commissions.html) and by contacting the staff liaison.

**Information about the Appointment Process**

The application process may take from six weeks to two months. Vacancies are advertised for approximately 30 days with a specific filing deadline. Deadlines may be extended. Please return your application, along with any attachments, to the City Clerk, at the address listed below. Applications are kept on file for one year. The City Council will review all applications, may contact you individually or may decide to hold interviews. All appointments will be made by nomination and vote of the City Council at a Council meeting. Questions about the application process should be directed to Pamela Aguilar, Acting City Clerk, at (650) 330-6620 or by e-mail at [PIAguilar@menlopark.org](mailto:PIAguilar@menlopark.org).

  
\_\_\_\_\_  
Applicant's Signature

**Return to the City Clerk, City of Menlo Park,  
701 Laurel Street, Menlo Park, CA 94025  
(Phone: (650) 330-6620 or e-mail at [PIAguilar@menlopark.org](mailto:PIAguilar@menlopark.org))**

<b>OFFICE USE ONLY</b>	
Application Received: <u>2/17/2022</u>	Address Verified in City Limits: <input checked="" type="checkbox"/> By: <u>JAH</u> Initials
Considered by City Council: _____	Appointed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Considered by City Council: _____	Appointed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Considered by City Council: _____	Appointed: Yes <input type="checkbox"/> No <input type="checkbox"/>
If Appointed Term ends: <u>4/30/2026, 4/30/2027, or 4/30/2028</u>	

**PERSONAL INFORMATION**

Name: Michael Meyer

Residence Address: [REDACTED]

(Note: Residency within the City limits is required)

Telephone No: [REDACTED] Number of years as a Menlo Park resident: 15

Occupation: IT Infrastructure

Email address: [REDACTED]

Business Address/Telephone No: [REDACTED]  
[REDACTED]

Are you a registered voter?

Yes  No

How did you hear about this opportunity?

Newspaper  Email  City's Website  Nextdoor.com  
 Patch.com  Other \_\_\_\_\_

**Internet Posting**

If I am appointed, the City is authorized to post the following information on the City's website:

	YES	NO
Home Address:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home Phone:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mailing Address (if not home address):	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business Address:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business Phone:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E-mail:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Advisory body application



Submitted on date: 9 April 2022, 9:59AM

Receipt number: 16

Related form versions on: 4

Applicant's full name (first and last)

David Thomas

Desired advisory body (check all that apply)

Planning Commission

## Applicant interest, experience and qualifications

Education

Computational and Mathematical Engineering Ph.D., Stanford University  
Mathematics and Computer Science B.S., MIT

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

Chair of Parks and Recreation Commission of Menlo Park

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

The role of the Planning Commission is to review development proposals and help carry out the vision of the City Council. I believe the two most important criteria to be a successful planning commissioner are engagement and representation.

For the past year I have served on the Parks and Recreation Commission. I have attended every single meeting, and am a staple at parks-related city events. After being elected chair of this commission, I proposed and completed a series of park tours for pairs of commissioners to increase awareness and engagement. I look forward to continue being an example of commissioner preparation, engagement, and accountability.

The other pillar is representation. This means representing the myriad points of view in Menlo Park. While 42% of Menlo Park residents are renters, very few have served on the Planning Commission. As a renter myself, I see how this can lead to different perspectives on important issues. I would like to ensure these interests are represented on the commission.

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

The Planning Commission is facing many challenges. The significant jump in the housing required by the Regional Housing Needs Allocation has created tensions; El Camino is being transformed and the US Geological Survey campus is on the verge of being transformed; and an increasing number of homes throughout the city are being remodeled. I would like to serve on the Planning Commission to help navigate these issues. As I have done with the Parks and Recreation Commission, I will proactively engage with the city staff and local community to deliver results that Menlo Park residents and the City Council will be proud of.

## Contact and residency information

Email	[REDACTED]
Cell phone	[REDACTED]
Home phone	[REDACTED]
Business phone	[REDACTED]
Address 1	[REDACTED]
Address 2	[REDACTED]
City	Menlo Park
State	CA
Zip code	94025
Business address	
Number of years as a Menlo Park resident	2
Current City Council district	District 4
How did you hear about this opportunity (check all that apply)	City website
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: No Business phone: No Home phone: No Email: Yes

## Application acknowledgement and submittal

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

Signature



[Link to signature](#)



## STAFF REPORT

### City Council

Meeting Date:

4/19/2022

Staff Report Number:

22-072-CC

### Regular Business:

**Adopt fiscal year 2022-23 budget principles and review General Fund forecast as of March 31, 2022, and receive preliminary information about potential service level enhancements and the capital improvement program**

### Recommendation

Staff recommends that the City Council adopt updated budget principles for fiscal year 2022-23, review the General Fund forecast as of March 31, 2022, and receive preliminary information about potential service level enhancements and the capital improvement program.

### Policy Issues

Menlo Park Municipal Code Section 2.08.080 (8) provides that the city manager must “prepare and submit to the City Council the annual budget.” To ensure that the city manager’s proposed budget is built on foundational principles set by the City Council, the City Council approves budget principles before adoption of its fiscal budget.

### Background

Typically, the City Council conducts a goal-setting process at the beginning of the calendar year to help set the stage for the budget development. Given the transition of the city manager and the number of vacancies in the organization, has held a goal-setting session this year. Staff has continued to provide quarterly progress updates to the City Council most recently at its meeting of April 12, 2022.

### Analysis

#### Proposed budget principles

To ensure that the city manager’s proposed fiscal year 2022-23 budget reflects the City Council’s foundational budget values, staff presents these proposed budget principles for fiscal year 2022-23 for consideration. Principles 1 and 2 are the same as last year and principle 3 is new this year.

1. Promote the City’s long-term fiscal sustainability
  - a) Implement the annual payment necessary in the budget to achieve amortization of the CalPERS Net Pension Liability in accordance with the actuarial 15-year amortization schedule. This is consistent with City Council’s before adopted principle to plan for an accelerated reduction of the UAL.
  - b) Invest in technologies that minimize low value-add processes, increase transparency in communications and most efficiently utilize our talented staff
  - c) Strive to achieve City Council cost recovery goals for all fee-based services
  - d) Continue to evaluate the most cost-effective method to provide services at a specified level that

- provides the City with flexibility in all economic conditions, including the use of contracted services, shared services, and regular and limited-term employees
- e) Proactively manage the loss of institutional knowledge by documenting procedures, practices and processes and succession planning efforts including the ability to provide for overlap in critical positions at the discretion of the city manager
  - f) Incorporate programs and initiatives that strengthen Menlo Park's standing as an employer of choice to retain highly qualified personnel
2. Provide city services and infrastructure that contribute to quality of life in Menlo Park
    - a) Implement ordinances and City Council adopted initiatives and strategies to contribute to the quality of life in Menlo Park
    - b) Proactively maintain and improve existing infrastructure to minimize maintenance costs and decrease the City's greenhouse gas emissions
    - c) Strive to balance the resources and requirements of each area of the city in an equitable manner through the use of equitable tools
    - d) Evaluate one-time revenues for highest and best investment recognizing the benefit of leveraging near term investments for long-term gains in financial sustainability and/or quality of life
    - e) Commit to continuous improvement in the communication of City financial information through a variety of media acknowledging that the City's professional staff and consultants are obligated to conform to accounting and reporting standards in order to provide balanced financial information that informs policymakers
  3. Revenue sources and grant accounting (new principles)
    - a) State the funds surplus/(deficit) balance to show annual results and use of fund balance
    - b) Identify revenue sources for the initial year of all capital projects
    - c) Document and enter "Due-to" amounts in the General Fund 100 for all expenses awaiting grant fund reimbursement by increasing the assigned reserve balance
    - d) Ensure a fund's fiscal year-end balance estimate is positive

#### Planned budget development calendar

The following budget calendar outlines the actions and dates planned for adoption of the City Council's fiscal year 2022-23 budget. Due by dates are approximate provided that the budget workshop, public hearing and adoption take place in June. The City is required to adopt its budget before July 1 of each year.



Budget calendar	
Due date	Description
Apr 15	Operating and capital budgets due to Finance and internal service funds set up
Apr 19	City Council reviews and approves budget principles
Apr 29	City Manager and department head reviews
May 10	Master fee schedule update
May 16	Public budget portal updated (consolidated reports, budget narratives)
May 23	City Manager final budget review (staff report, resolutions, budget book)
Jun 7	City Manager's proposed budget workshop
Jun 14	Budget public hearing
June 28	Budget adoption

The City’s move to an online budget portal through OpenGov has substantially changed the budget development process and provides an opportunity for greater transparency.

General Fund forecast

Staff prepared a forecast of the General Fund through June 30, 2022 (Attachment A), to assist the City Council in preparation of next year’s budget. The taxes were forecasted from HdL and Avenu Insight models. Charges for Services are approximately \$6 million through March. The forecast excludes the term “Use of Fund Balance” to better demonstrate the impact on reserves.

Salaries & Wages are not forecasted per full-time equivalent (FTE) but uses March year-to-date totals combined with full budget amounts for April, May and June. However, there were significant vacancies at March end. Vacancies adversely impacts the organization's ability to deliver the services and maintain infrastructure for Menlo Park’s citizens. Staff is addressing this challenge through internal advancements, interim/acting assignments, and recruitment efforts. Fringe benefits includes an estimated \$1 million payment for Pension Unfunded Actuarial Liability (UAL) by year-end.

The forecasted surplus/(deficit) results from \$62.5 million in revenues offset by \$64.5 million in expenses, arriving at a negative \$1.9 million. Notice that the reduction in salary and benefits were offset by additional transfer outs of approximately \$7.4 million, which have been listed at the bottom of the attached forecast. Also, the unassigned fund increases to \$6.5 million because other reserve categories are being charged. The forecast versus budget column provides the financial impact and compares against the revised budget column.

Staff provides the actual reserve calculations in comparison to City Council levels to determine if percentages are drastically different. Finally, staff provides a reconciliation of prior year’s unassigned fund balance to the forecasted balance.

Preliminary service level enhancement requests

Staff is preparing service level enhancement requests and is planning to present the requests to City

Council for consideration in the context of the upcoming fiscal year 2022-23 operating budget deliberations. The following preliminary information is provided to City Council in advance of the budget development process. No action is requested from City Council in relation to this preliminary information, but the City Council may ask questions and provide initial feedback.

The COVID-19 pandemic caused severe and far-reaching impacts to the community of Menlo Park and to the City organization. Now and looking forward to fiscal year 2022-23, the pandemic appears to be receding overall (but not yet ended), and demand for services and projects is markedly increasing. As a unit of local government, the City of Menlo Park effectively operates as a service organization, meaning that it primarily delivers services to the community through the employment of skilled and qualified personnel. As demand for services and projects increases in addition to the ongoing demands of existing operations, additional personnel capacity is needed to timely and effectively meet these increasing demands.

Attachment B provides brief summaries of preliminary service level enhancements which staff is preparing for City Council review in the context of the upcoming budget deliberations. In addition, staff provides a historical count of authorized positions from fiscal year 2016-17 to 2021-22. Essentially, the General Fund would incur annual labor expense of approximately \$3.2 million as well as one-time charges for additional equipment to deliver this increase in services if the City Council were to authorize these enhancements as part of the budget process.

#### Capital improvement program update and needs

After fiscal year 2020-21 incorporated significant reductions in expenditures of 20 percent overall and 65 percent in the general capital fund, in fiscal year 2021-22, the adopted CIP incorporated 57 funded and carry-over projects in seven categories, with 35 of those receiving new funds. Of these 26 projects with new funds, 11 are programmatic in nature, providing annual maintenance funding for infrastructure like parks, sports fields and traffic signals. This fiscal year, significant progress was made on a number of capital projects including the Menlo Park Community Campus (MPCC) project, and the following eight projects were completed:

- Repaved Willow Road from Chester Street to Middlefield Road with rubberized asphalt
- Repaved Middle Avenue from San Mateo Drive to Olive Street
- Renovated the Burgess Pool chemical storage room
- Completed park pathway reconstruction in Sharon Park
- Electrical and equipment upgrades to City Hall to allow for next-generation 911 service
- Completed construction on fencing to secure the Main Library basement stairwell
- Substantially completed the Bayfront Canal-Atherton Channel flood control project
- Replaced aging water mains on Haven Avenue and Casey Court

However, significant work remains to advance capital infrastructure needs and position the City to be ready to take advantage of federal infrastructure investments in transportation, water and utility systems.

Next year, staff anticipates 11 projects for which new funding is requested in addition to the 11 annual programmatic projects to be proposed in the fiscal year 2022-23 budget. These projects would require more funding needs than the City has funds available for these projects. Staff is currently developing a funding strategy to be proposed as part of the fiscal year 2022-23 five-year capital improvement program, which will be presented as part of the draft 2022-23 budget.

Of these 11 anticipated projects, five are current projects requiring additional funds as projects proceed to new phases or to account for cost escalation due to inflation or changes in scope of work:

- Chrysler pump station replacement (\$2.5 million)



- San Francisquito Creek Upstream project (\$1-3 million)
- Automated water meter reading infrastructure project (\$1.54 million)
- Streetlight conversion (\$0.08 million)
- Haven Avenue Streetscape project (\$0.40 million)

Six are new projects, which have either advanced from a planned future year or are new in response to new regulations, grant funding opportunities or needs identified this year:

- Burgess pool lobby renovation (\$0.1 million) – advanced from prior planned year.
- Willow Road bicycle and pedestrian improvements (\$0.4 million) – new. Advanced planning and design early from prior planned year to capitalize on a potential grant opportunity between Bayfront Expressway and US 101.
- Kelly Park and Hillview School turf replacements (\$2.0 million) – new. Timing required to coincide with MPCC completion in spring 2023 and Hillview School planned work in summer 2023 or 2024.
- Local road safety plan (\$0.20 million) – new. Requirement to compete for some regional and state grant funds.
- Shuttle program evaluation (\$0.18 million) – new. Awarded a grant for this study.
- Storm system funding study (\$0.10 million) – new. Stormwater program is not cost recovery and fund balance is declining. New regulations anticipated to be adopted in 2022 will further exacerbate annual fund depletion.
- Police radio and communication equipment upgrades (\$1.0 million) – new. Police radios carried by individual officers and installed in police vehicles that have been in service for over 20 years. Repair and replacement of the current model is extremely challenging. The most prudent remedy is to prepare for movement to the digital band and accommodate interagency communication needs with digital-enabled radios. Upgrading to digital-enabled radios require upgrades to the dispatch infrastructure. Staff will also be exploring grant opportunities to potentially mitigate the expense.

*\* Movement to digital radio capability is distinct and separate from encryption of radios. The encryption question will be handled separately with all due transparency and public accountability.*

No action is requested from City Council in relation to this preliminary information, but the City Council may ask questions and provide initial feedback.

### **Impact on City Resources**

Preparation of the fiscal year 2022-23 annual budget is part of the City's baseline services.

### **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. General Fund fiscal year 2020-21 forecast
- B. Service level enhancement estimates

Report prepared by:

Marvin Davis, Interim Finance Director

Nikki Nagaya, Public Works Director

**FY 2020-21 Annual Comprehensive Financial Report (ACFR)**

Non-spendable (deposits and prepaids)	\$ 458,698
Project related deposits, 501 CIP, encumbrances	4,010,180
Strategic pension funding	4,650,860
Emergency contingency	10,300,000
Economic stabilization	14,000,000
<hr/>	
Obligations prior to Unassigned	33,419,738
Unassigned	4,800,628
<b>Beginning Fund Balance (6/30/2021)</b>	<b>38,220,366</b>

	Adopted	Revised	Forecast	Fcst vs Budget	
Taxes	47,283,185	47,283,185	46,322,381	(960,804)	HDL, Avenu
Charges for Services	4,434,716	4,434,716	7,669,008	3,234,292	YTD Mar \$5.8M
Licenses & Permits	3,956,000	3,956,000	4,537,968	581,968	
Franchise Fees	2,337,020	2,337,020	2,337,020	-	
Use of Money and Property	1,426,303	1,426,303	1,499,625	73,322	
Other Financing Sources	1,494,740	1,494,740	-	(1,494,740)	Excl Use Fund Bal
Fines	135,000	135,000	214,671	79,671	
Other Revenue	125,000	125,000	2,927	(122,073)	
Inter Governmental Revenue	47,400	47,400	-	(47,400)	
<b>Revenue Total</b>	<b>61,239,364</b>	<b>61,239,364</b>	<b>62,583,599</b>	<b>1,344,235</b>	
Salaries and Wages	27,051,892	26,801,491	23,662,987	(3,138,504)	Vacancies
Fringe Benefits	13,299,285	13,299,285	12,749,678	(549,607)	Extra \$1M UAL
Services	8,706,618	9,096,618	7,769,684	(1,326,934)	Spending less
Operating Expenses	6,791,685	6,866,685	6,435,140	(431,545)	
Transfers	3,319,800	10,535,100	10,535,100	-	Bud Amen \$7.4M
Utilities	1,628,204	1,628,204	1,482,804	(145,400)	
Repairs & Maintenance	1,030,701	1,096,701	1,136,427	39,726	
Fixed Assets & Capital Outlay	338,460	338,460	531,809	193,349	
Special Projects Expenditures	286,950	353,950	94,800	(259,151)	
Rental of land and buildings	148,400	148,400	95,723	(52,677)	
Travel	71,320	71,320	21,609	(49,711)	
Project Control	30,000	30,000	30,000	-	
<b>Expense Total</b>	<b>62,703,315</b>	<b>70,266,214</b>	<b>64,545,761</b>	<b>(5,720,453)</b>	
			<b>Surplus/(Deficit)</b>	<b>(1,962,162)</b>	

Obligations prior to unassigned		Actual %	Policy %
Non-spendable (deposits and prepaids)	458,698		
Project related deposits, encumbrances	4,010,180		
Strategic pension funding (use of \$1M for additional UAL payment)	3,650,860		
Emergency contingency	10,300,000	16%	15-20%
Economic stabilization (use of reserve \$2.7M)	11,288,700	17%	20-25%
<hr/>			
Obligations prior to unassigned	29,708,438		
Unassigned	6,549,766		
<b>Ending Fund Balance (6/30/2022)</b>	<b>\$ 36,258,204</b>		

Reconcile prior year unassigned to current year estimate	Budget Amendments	Staff Report
4,800,628 Unassigned at 6/30/2021	304 MPCC land purchase	610,000 21-250-CC
(1,962,162) Net Income charge	705 vehicles	409,000 21-250-CC
1,000,000 Reduction in Strategic reserve	100 Menlo Park Sister Cities	10,000 21-250-CC
2,711,300 Reduction in Economic reserve	100 contracts, use unassigned	428,000 21-250-CC
6,549,766 Unassigned at 6/30/2022	304 MPCC, \$2.5M economic reserve	5,720,000 22-008-CC
- Diff	100 community programs	17,000 22-012-CC
	501 project CPS013, economic reserve	211,300 22-019-CC
	<b>Total</b>	<b>7,405,300</b>

Preliminary service level enhancement requests			
Department	Service level description	FTE estimate	Labor estimate
Public Works	Drought coordination and support. Request to add one full time Sustainability Specialist position to support increased drought coordination. Position would be funded by enterprise revenue funds (water operations fund).	1	\$132,893
Public Works	SAFER Bay staffing support. Request to add a provisional full-time Associate Engineer position to coordinate work on SAFER Bay, sea level rise adaptation plan implementation. Position would be funded by general capital funds partially reimbursed through anticipated FEMA Building Resilient Communities and Infrastructure grant.	1	\$197,726
Police	Emergency Preparedness Coordinator. Request to establish a dedicated and expert resource that is steadfastly committed to the City's interests and capable of connecting and coordinating with all available partner resources. Although the position would reside within the police department, the focus would be on the entire organization. Position equivalent to Management Analyst I or Project Manager.	1	\$165,505
Police	Community Service Officers. Request to restore two and add one (total 3.0) full-time Community Service Officers (CSOs) - two assigned to Patrol Division, and one added to the Training and Public Relations Unit.	3	\$622,257
Police	Traffic Unit and Staffing Support. Request to restore three full time sworn officer positions to support increased need for traffic support, management, and the return of workforce commuters and special events. The movement of three officer positions to Traffic from our current reduced staffing has made the permanent assignment of a dedicated traffic team unsustainable at current levels.	3	\$622,257
Police	Parking Enforcement. Potential request to restore parking enforcement capacity. Staff is evaluating options including city personnel and/or contract services. Additional details will be presented to City Council during the upcoming budget deliberations.	1	\$207,425
Library and Community Services	Gymnastics. Request to add 5.75 FTE (2 Program assistants, 2.75 Instructors, 1 Recreation Coordinator) to reactivate the gymnastics program, consistent with staffing levels for the gymnastics program prior to the pandemic. Personnel costs would be partially offset by program revenues.	5.75	\$694,540
Community Development	Housing support. Request to add 1.0 FTE equivalent to a Management Analyst I/II to support the current and increased demand for administration and implementation of the City's below market rate (BMR) program and other housing programs.	1	\$185,194

City Manager's Office	Deputy City Clerk. Position would restore the needed backup for the City Clerk, assist with City Council related duties (e.g., agendas, resolutions, ordinances, minutes, etc.), and assist with Information Technology Master Plan items related to agenda, legislative and multimedia management.	1	\$153,438
City Manager's Office	Graphic Designer. Would work with all departments to design and produce a variety of print and digital materials, both routine and complex; including publications, notices, social media and digital graphics for web and video.	1	\$153,438
City Manager's Office	Management Analyst I/II. To support climate adaption and resiliency projects and plans (e.g. local hazard mitigation plan, safety, environmental justice elements) to increase resiliency to negative impacts of climate change. The position would assist in coordinating across all departments, informing the organization and the community on climate adaptation, and providing ongoing long range planning and strategy support.	1	\$185,194
Total		19.75	\$3,319,867
General Fund Impact		18.75	\$3,186,974

Budget year	Full-time equivalents (FTEs)
FY2016-17	267.50
FY2018-19	287.25
FY2019-20	286.75
FY2020-21	242.75
FY2021-22	271.75



**STAFF REPORT**

**City Council**

**Meeting Date:** 4/19/2022

**Staff Report Number:** 22-073-CC

**Informational Item:** Personnel activity report as of March 31, 2022

**Recommendation**

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

**Policy Issues**

City Council authorizes the annual budget, including approved full-time equivalent (FTE) personnel budgets, and delegates personnel management to the city manager. The purpose of this report is to provide information on the number of vacancies and recruitment status of those positions.

**Background**

From time to time, staff has reported personnel activity to the City Council to identify the status of active, pending and yet-to-be prioritized recruitments, new hires, and separations for regular appointed benefited employees. The last two years have presented challenges in recruiting and retaining employees which is evident in Table 1 listing vacancies and recruitments.

**Analysis**

Vacancies can have an impact on programs and services provided by the City. In addition, recruitment activities for these positions increases the workload of human resources staff.

City staff have worked diligently to continue providing a high level of service, covering gaps created by vacancies through accessing other resources (temporary employees, consultants, interim/acting appointments, extra help retired annuitants.) This allows city services and projects to continue; however, it is not sustainable long-term as the vacant positions truly require regular appointed employees.

There are 10 Executive and Management vacancies in: Administrative Services, City Manager's Office, Community Development, Library and Community Services, and Public Works. Five of those positions are currently filled with an interim or acting employee. Filling the Executive and Management positions is critical as it provides a sense of stability and continuity to staff. Internal development of a Recruitment Plan which will establish the process, timeline, and resources for expeditiously filling vacant positions will be finalized in the coming week. Recruitments will be completed by a combination of internal staff, and external resources. External resources will include a recruiting firm and temporary assistance, as needed.

Table 1: Personnel Activity					
Department	Authorized FTEs	Total vacancies	Vacancy rate	Vacancies under recruitment	Vacancies in queue
Administrative Services	25	3.5	14%	2	1.50
City Manager's Office	11	2	18%	1	1
Community Development	33	8	24%	0	8
Library and Community Services	62.25	6.25	10%	2	4
Police	62.5	0	0%	0	0
Public Works	73	7.5	10%	2	6
Total	266.75*	27.25	10%	7	20.5

\*Excludes City Councilmembers five FTEs

**Impact on City Resources**

Contract services funds are available within in the current budget for recruitment services.

**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:

Mary Morris-Mayorga, Administrative Services Director – Extra Help Retired Annuitant