



STAFF REPORT

City Council

Meeting Date:

2/24/2026

Staff Report Number:

26-021-CC

Consent Calendar:

Annual review of the Planning Commission stipend program

Recommendation

Staff recommends that the City Council conduct the annual review of the Planning Commission stipend program and continue the program.

Policy Issues

City Council approval is required to authorize stipends for Menlo Park commissions.

Background

On Feb. 13, 2024, the City Council adopted a resolution authorizing a pilot stipend for the Planning Commission in an amount not to exceed \$200 per month per Planning Commissioner (Attachment A). In that staff report (Attachment B), it states the Planning Commission pilot will conclude in March 2025, before the 2025 annual recruitment, and that staff return to the City Council in March 2025 for further direction.

On March 11, 2025 (Attachment C), the City Council adopted a resolution authorizing the stipend program for Planning Commissioners in the amount not to exceed \$200 per month per Commissioner. The resolution also requires the City Council to annually review the stipend program.

Analysis

Staff recommends the City Council continue the Planning Commission stipend program and will include \$16,800 for the program in the upcoming fiscal year 2026-27. The City Council can also direct changes or discontinue the stipend program.

If the City Council directs discontinuing the stipend, staff will return with a resolution amending City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities removing the section on stipends as a consent calendar item.

Currently, six of the seven Planning Commissioners are enrolled in the stipend program. The remaining Commissioner will be provided another opportunity to enroll for the next stipend period.

Impact on City Resources

The stipend program cost is \$16,800 per fiscal year.

Environmental Review

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

Public Notice

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

Attachments

- A. Resolution No. 6960
- B. Hyperlink – Feb. 13, 2024, Staff Report #24-025-CC:
www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf
- C. Hyperlink – March 11, 2025, Staff Report #25-039-CC:
www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250311/11-20250311-cc-planning-commission-stipend.pdf

Report prepared by:

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

RESOLUTION NO. 6960

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
RESCINDING AND REPLACING RESOLUTION NO. 6890 TO AUTHORIZE A
STIPEND FOR THE PLANNING COMMISSION IN AN AMOUNT NOT TO
EXCEED \$200 PER MONTH PER PLANNING COMMISSIONER**

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

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

WHEREAS, Feb. 13, 2024, the City Council adopted Resolution No. 6890 authorizing a stipend for the Planning Commission in the amount not to exceed \$200 per month per Planning Commissioner, as a pilot; and

WHEREAS, the Planning Commission stipend will be included in the fiscal year budget; and

WHEREAS, the City Council will annually review the Planning Commission stipend; and

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

WHEREAS, per the IRS (Internal Revenue Services), "public officer" also includes appointed members of advisory boards and committees and commissions; the Planning Commission stipend is taxable income and each member will receive a W-2.

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

Each year, the City Council shall review the Planning Commission stipend and approve for each fiscal year budget.

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Resolution No. 6960
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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the eleventh of March, 2025, by the following votes:

AYES: Combs, Nash, Schmidt, Wise

NOES: None

ABSENT: Taylor

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this eighteenth day of March, 2025.

DocuSigned by:



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Judi A. Herren, City Clerk