



STAFF REPORT

City Council

Meeting Date:

9/15/2026

Staff Report Number:

26-150-CC

Regular Business:

Approve advisory body annual work plans for the Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission and Parks and Recreation Commission

Recommendation

Staff recommends that the City Council approve the annual work plans for the following advisory bodies:

- Complete Streets Commission (Attachment A)
- Environmental Quality Commission (Attachment B)
- Finance and Audit Commission (Attachment C)
- Housing Commission (Attachment D)
- Library Commission (Attachment E)
- Parks and Recreation Commission (Attachment F)

As part of the approval process, the City Council may provide feedback regarding the work plans, including direction to revise or delete sections of the work plans as proposed, and approve them as revised, or as presented with no changes.

Policy Issues

City Council Policy #CC-24-004 (Attachment G) defines the policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees. Each commission is required to develop an annual work plan in support of the City Council work plan and seek City Council approval no later than Sept. 30 of each year per the policy.

Background

The Complete Streets Commission advises the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan and provides input on major land use and development projects as it relates to transportation.

The Environmental Quality Commission advises the City Council on matters involving climate change, environmental protection and sustainability.

The Finance and Audit Commission supports delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large.

The Housing Commission advises the City Council on housing matters including housing supply and housing related problems.

The Library Commission advises the City Council on matters related to the maintenance and operation of the City's libraries and library systems.

The Parks and Recreation Commission advises the City Council on matters related to City programs and facilities dedicated to recreation.

The City Council last approved advisory body work plans Sept. 30, 2025.

Analysis

Complete Streets Commission (CSC)

The proposed 2026-27 CSC work plan is separated into an “ongoing work” section with six items and a “2026-2027 focus” section with six items. Consistent with the approved 2025-26 CSC work plan, the items prioritize transportation-related programs and projects, safe routes and community engagement. Additionally, the proposed 2026-27 CSC work plan carries forward items related to support of multimodal alternatives that advance the City's Climate Action Plan in conjunction with related efforts of the Environmental Quality Commission.

The proposed 2026-27 CSC work plan defers a prior pilot item approved for fiscal year 2025-26 to fiscal year 2027-28 regarding transportation-related feedback on two major land use and development projects that are not subject to Senate Bill (SB) 330 for which a Transportation Impact Analysis (TIA) and Environmental Impact Report (EIR) are not required. This deferral of the pilot is due to concerns related to transportation division vacancies which may limit staff capacity to bring these items to the CSC in the 2026-27 work plan cycle.

Environmental Quality Commission (EQC)

The proposed 2026-27 EQC work plan that has been submitted for City Council approval carried forward all goals set forth in the 2025-26 EQC work plan, which was approved by the City Council with no changes. The only update is to goal no. 4, which includes the addition of environmental justice initiatives where previously the work plan stated sustainability initiatives only.

Consistent with the CSC work plan's goal to advance the goals of the City's Climate Action Plan, goal no. 9 of the EQC work plan continues the participation of the EQC in a CSC subcommittee, focused on the intersection of climate and transportation initiatives.

Finance and Audit Commission (FAC)

The proposed 2026-27 FAC work plan carries forward several goals from the 2025-26 FAC work plan, which was approved by the City Council with no changes, including items such as the regular review of the City's financial reports, auditor's reports and investment portfolio as well as fostering an inclusive public meeting environment and supporting efforts to recruit and onboard new commissioners.

FAC 2026-27 proposed work plan goal no. 6, “Organize community budget forums to educate the public and gather input on financial matters, such as revenue generation and cost recovery strategies,” is a new addition to the FAC work plan, replacing a previous goal of improvements to the OpenGov transparency portal.

Housing Commission (HC)

The proposed 2026-27 HC work plan maintains the same three overarching goals from the approved 2025-26 HC work plan: encouraging housing development, fostering community engagement and supporting anti-displacement efforts. Each item lists detailed descriptions of impact, timeline, priority and related efforts.

The 2026-27 HC work plan has been updated to include two HC meetings at the Belle Haven Community Campus (BHCC), which is one more than required by the City's Environmental Justice Element and City Council Policy #CC-26-030 Public Meetings Accessibility (Attachment H).

Library Commission (LC)

The proposed 2026-27 LC work plan includes five goals which are largely consistent with the approved 2025-26 LC work plan, with two updates. First, an additional subitem is proposed beneath goal no. 3 regarding operations and programming at BHCC. The new subitem is listed as, "Report on analysis and recommendations on District 1 outreach."

Additionally, goal no. 5, as proposed, is a new item which focuses on advising on "potential future service or resource gaps" for "estimated increased population" from upcoming development projects which may bring new library patrons into the community.

Parks and Recreation Commission (PRC)

The proposed 2026-27 PRC work plan includes 13 goals. Goals carried forward from the 2025-26 PRC work plan include encouraging public participation at PRC meetings, reviewing programs and services, conducting facility tours and engaging with the Youth Advisory Committee (YAC).

New and expanded PRC work plan goals include evaluation of facilities and review of Parks and Recreation Facility Master Plan progress, establishing commission liaisons for local parks and recreation affinity groups, continued support for the community fun run event and the exploration of opportunities for new events and establishing a system for tracking community feedback.

All commission work plans are subject to City Council approval or modification. The City Council may direct changes, revisions or omissions before final approval.

Impact on City Resources

Support for Commissions is included in the fiscal year 2026-27 adopted budget.

Environmental Review

This action is not a project within the meaning of the CEQA Guidelines Sections 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. CSC work plan
- B. EQC work plan
- C. FAC work plan
- D. HC work plan
- E. LC work plan

F. PRC work plan

G. Hyperlink – City Council Policy #CC-24-004: www.menlopark.gov/files/sharedassets/public/v/1/city-council/documents/cc-policies/cc-24-004-commission-committee.pdf

H. Hyperlink – City Council Policy # CC-26-030: www.menlopark.gov/files/sharedassets/public/v/2/city-council/documents/cc-policies/cc-26-030-public-meetings-accessibility-policy.pdf

Report prepared by:

Sarah Sandoval, Deputy City Clerk

Report reviewed by:

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

Complete Streets Commission work plan

Public Works Department

701 Laurel Street, Menlo Park CA 94025

City Council approval date: [Click or tap to enter a date.](#)



Work plan goals

Ongoing Work:

1. Provide feedback to Staff and advise City Council on the implementation of the City's adopted goals for Complete Streets, Transportation Master Plan, Vision Zero Action Plan, and Climate Action Plan.
2. Advance the goals of the City's Climate Action Plan by making multimodal alternatives to driving safer and more attractive, including the installation of necessary infrastructure. Promote a safe and accessible multimodal transportation network.
3. Support the City's ongoing priority of Safe Routes and advocate for community engagement, on-site pilot projects, program continuity, and implementation.
4. Support Council initiatives to improve access to Downtown for all modes of transportation and support downtown businesses.
5. Advise City Council on regional transportation-related programs and projects.
6. Encourage and facilitate robust and inclusive public participation and community engagement in our meetings and in the City's transportation policies and programs. Provide the resident perspective to the development and implementation of Complete Streets projects and initiatives.

2026-2027 Focus:

1. Consistent with Vision Zero, prioritize progress and implementation of safety improvements on the City's high crash corridors, including Willow Road, Middlefield Road, and Santa Cruz Avenue.
2. Consistent with the City's Safe Routes to Schools Program and the Vision Zero Action Plan, enhance the safety of school zones and routes. Review community feedback and results of the Coleman Avenue Pilot and make final recommendations.
3. Incorporate the data-driven, safety-first approach of the Vision Zero Action Plan where possible to guide prioritization.
4. Review and provide feedback to Staff and City Council on the Slow Streets Program annual report.
5. Provide input and recommendations to City Council on the City's e-conveyance policies (e-bikes, e-motos, e-scooters, etc.) and programs
6. Defer the request to 2027-2028: Provide input and recommendations, as it relates to transportation, to the City Council on the City's major land use and development projects that are not subject to SB 330 for which a TIA and Environmental Impact Report (EIR) are required. Subject to renewal by City Council, City Staff, Chair and Vice Chair will select two development projects to review as a pilot, to be delivered to the City Council as informational items.

Work plan history

Action	Date	Notes
Work Plan recommended to CSC	August 27, 2026	Commission approved
Work Plan recommended to City Council	September 15, 2026	

Environmental Quality Commission work plan

City Manager's Office

701 Laurel St., Menlo Park CA 94025

City Council approval date: [Click or tap to enter a date.](#)



Work plan goals

1. Provide feedback to staff and advise the City Council on 2025-2030 scope of work implementation for Climate Action Plan (CAP) strategies No. 1 through No. 6.
2. Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
3. 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.
4. Support sustainability and environmental justice initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.
5. Maintain an annual commission calendar to provide transparency and allow adequate time to prepare agenda items related to the commission's work plan; update and post for public review monthly.
6. Encourage and facilitate robust public comment and participation at Commission meetings.
7. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
8. Support the filling of openings on the Commission and the effective onboarding of new Commissioners.
9. Participate in an ad hoc subcommittee of the Complete Streets Commission comprised of both Complete Streets and Environmental Quality Commissioners to evaluate metrics to measure progress on and set specific long term and annual goals. The subcommittee shall consist of no more than three EQC commissioners and no more than three CSC commissioners so as not to violate the Brown Act.

Work plan history

Action	Date	Notes
Work plan recommended to EQC	July 15, 2026	Commission approved
Work plan recommended to City Council	September 15, 2026	

Finance and Audit Commission work plan

Administrative Services Department

701 Laurel St., Menlo Park CA 94025

City Council approval date: [Click or tap to enter a date.](#)

ATTACHMENT C



Work plan goals

1. Conduct annual review of the City's investment policy
2. Review the scope and process of the audit for fiscal year 2025-26 with the City's auditor
3. Review quarterly performance of the City's investment portfolio
4. Review the annual independent auditor's report
5. Review the Annual Comprehensive Financial Report (ACFR)
6. Organize community budget forums to educate the public and gather input on financial matters, such as revenue generation and cost recovery strategies
7. Encourage and facilitate robust public comment and participation at Commission meetings
8. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community
9. Support the filling of openings on the Commission and the effective onboarding of new Commissioners

Work plan history

Action	Date	Notes
Work plan recommended to FAC	July 16, 2026	Commission approved
Work plan recommended to City Council	September 15, 2026	

Housing Commission work plan

Community Development Department

701 Laurel Street, Menlo Park CA 94025

City Council approval date: [Click or tap to enter a date.](#)



Work plan goals

1. **Housing Development:** Encourage development of affordable housing, aiming to exceed the targeted unit yield outlined in the 2023-2031 Housing Element. Support existing housing commitments. Review Below Market Rate (BMR) policy and make recommendations to support future housing stock.

Beneficial impacts: Improve and maintain housing stock. Ensure housing policies and programs are effective.

Timeline: Ongoing.

Measure of success: Issuance of recommendations for housing development throughout the city.

High priority:

- Support Housing on downtown parking lots.
- Review and make recommendations to the Planning Commission and/or City Council on BMR policy/agreements.

Low priority:

- Encourage developers to exceed the targeted unit yields as outlined in the Housing Element.

Related efforts:

- Housing Element Program H4.G.
- City Council priorities identified for fiscal year (FY) 2026-27 (housing and downtown vibrancy).
- Pursue affordable housing development on City-owned downtown parking lots.
- Finalize Notice of Funding Availability (NOFA) funding agreement for 123 Independence Dr. for BMR funds.
- Initiate second phase of BMR Guidelines update.
- Process Parkline master plan.

2. **Community Engagement:** Provide public resources and communication regarding tenant rights and protections and available legal resources. Increase quantity and diversity of community participation, including multi-lingual input.

Beneficial impacts: Increased participation to better inform housing policy and community attitudes about housing.

Timeline: Goal 2 to begin in the first quarter of FY 2026-27 and continue throughout the FY 2026-27.

Measure of success: Hold one (1) community event in the City and two (2) Housing Commission meetings at Belle Haven Community Campus (BHCC). City website with links to information resources.

High priority:

- Hold one (1) community event in the City
- Hold two (2) Housing Commission Meetings at BHCC

Low priority:

- Hold additional community meetings and events.
- Create community resources (See goal no. 3).

Related efforts:

- City Council priorities identified for FY 2026-27 (housing).

- Enhance information sharing about current development projects and regulations.
3. **Anti-Displacement:** Review and recommend anti-displacement policy and programs. Develop resources and information to support current residents. Aim to better monitor and quantify the causes and impacts of displacement.

Beneficial impacts: Reduced displacement, program and policy recommendations. Communicate the impacts of displacement.

Timeline: Work with staff to propose specific code language for City Council adoption by the end of FY 2026-27.

Measure of success: Issuance of recommendations on anti-displacement policy.

High priority:

- Review and support staff anti-displacement study.
- Review and recommend policies to quantify displacement.

Low priority:

- Create a collection of personal accounts to demonstrate the impacts of displacement.

Related efforts:

- Housing Element Program H2.E.
- City Council priorities identified for FY 2026-27 (housing).
- Develop and implement policies/programs identified in the City Council adopted Anti-displacement Plan.
- Implement homeownership preservation program with Habitat for Humanity.

Work plan history

Action	Date	Notes
Work plan recommended to HC	June 3, 2026	Commission approved
Work plan recommended to City Council	September 15, 2026	

Library Commission work plan

City Manager's Office

701 Laurel St., Menlo Park CA 94025

City Council approval date: [Click or tap to enter a date.](#)



Work plan goals

1. As an advisory body to the City Council and a forum for public information about library issues:
 - Encourage robust public comment and participation at Commission meetings
 - Periodically review the library's public-facing policies and recommend updates, as required
 - Periodically receive staff presentations and reports about major library service areas
 - Periodically receive Commissioner liaison reports about affinity groups
 - Support the filling of openings on the Commission and the effective onboarding of new commissioners
 - Maintain a 12-month schedule of planned Commission agenda items
2. Review existing library programs and services, identify service gaps or resource needs for specific age groups or user groups, and advise to fill needs.
3. Support and advise library program development and operations at the Belle Haven Community Campus (BHCC) including:
 - Belle Haven Community History project
 - Makerspace programming and policies
 - Other policies that may be impacted by shared spaces at BHCC
 - Report on analysis and recommendations on District 1 outreach
4. Analyze and evaluate whether and how potential near or intermediate term capital improvements to the 800 Alma St. facility may be addressed to better serve the library needs of the community.
5. In light of expected residential development in Menlo Park, support and advise on potential future service or resource gaps
 - benchmark potential service gaps for estimated increased population
 - benchmark resources needed for estimated increased population

Work plan history

Action	Date	Notes
Work plan recommended to LC	August 17, 2026	Commission approved
Work plan recommended to City Council	September 15, 2026	

Parks and Recreation Commission work plan

Library and Community Services Department
800 Alma St., Menlo Park CA 94025
City Council approval date: [Click or tap to enter a date.](#)



Work plan goals

1. As an advisory body to the City Council and a forum for public information about park and recreation issues, encourage and facilitate robust public comment and participation at Commission meetings:
 - Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community
 - Focus on resident input and grow relationships with residents throughout the City of Menlo Park.
2. Support and advise recreation program development and operations:
 - Review programs and services with a focus on the provision of high-quality programs and services for all Menlo Park residents
 - Ensure that the programs and services offered at the Belle Haven Community Campus (BHCC) (including aquatics) contribute to satisfying the needs of the neighborhood it serves and is integrated into a system that is accessible to residents of all ages and abilities throughout the City.
3. Evaluate current facilities. Review progress toward the goals in the 2019 Parks and Recreation Facility Master Plan (PRFMP) and revise for current and future needs. Track progress on facility goals.
4. Participate in park and recreation facility tours to build awareness of recreation systems.
5. Advise on topics related to the maintenance and upgrade of recreational facilities, prioritizing accessibility, safety, and sustainability.
6. Periodically review public-facing recreation policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations
7. Periodically receive staff presentations and reports about major parks and recreation service areas and programs, other city departments, and the Youth Advisory Committee (YAC). Schedule commissioners to attend YAC meetings and plan joint project work in collaboration with them. Solicit and receive feedback from YAC on Parks and Recreation Commission work.
8. Maintain a 12-month schedule of planned Commission agenda items, update and post for public review monthly.
9. Annually host City Council liaison at the Parks and Recreation Commission meetings.
10. Establish system to track commission feedback received from the community and to review progress at later date.
11. Establish continued support for 6k Community Fun Run and explore opportunities for new community events.
12. Track and highlight the benefits that recreation services provide to the community.
13. Establish Commission liaisons for local parks and recreation affinity groups.

Work plan history

Action	Date	Notes
Work plan recommended by PRC	August 26, 2026	Commission approved
Work plan recommended to City Council	September 15, 2026	