



## SPECIAL MEETING MINUTES

**Date:** 4/7/2020  
**Time:** 6:00 p.m.  
**Closed Session Location:** Teleconference  
**Special Session Location:** GoToWebinar

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

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

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

- How to participate in the meeting
  - Submit a written comment online:  
[menlopark.org/publiccommentApril7](http://menlopark.org/publiccommentApril7) \*
  - Record a comment or request a call-back when an agenda topic is under consideration:  
 Dial 650-474-4071 \*
  - Access the meeting real-time online at:  
[joinwebinar.com](http://joinwebinar.com) – Meeting ID 684-078-371\*Written and recorded public comments and call-back requests are accepted up to 1 hour before the meeting start time. Written and recorded messages are provided to the City Council at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.
- Watch special meeting:
  - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:  
 Channel 26
  - Online:  
[menlopark.org/streaming](http://menlopark.org/streaming)

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

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org).

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

### **Closed Session (Teleconference)**

#### **A. Call To Order**

Mayor Taylor called the meeting to order.

#### **B. Roll Call**

Present: Carlton, Combs, Nash, Mueller, Taylor  
Absent: None  
Staff: City Manager Starla Jerome-Robinson, Assistant City Manager Nick Pegueros,  
Deputy City Manager Justin Murphy

#### **C. Closed Session**

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

- C1. Public employment (Gov. Code section 54957.)  
City attorney recruitment

The City Council deferred recruitment to Summer 2020.

Mayor Taylor adjourned the meeting.

### **Special Meeting**

#### **D. Call To Order**

Mayor Taylor called the meeting to order at 6:50 p.m.

#### **E. Roll Call**

Present: Carlton, Combs, Nash, Mueller, Taylor  
Absent: None  
Staff: City Manager Starla Jerome-Robinson, City Attorney William McClure, City Clerk Judi  
A. Herren

#### **G. Consent Calendar**

- G1. Accept the City Council meeting minutes for March 11, 2020 (Attachment)

**ACTION:** Motion and second (Nash/ Combs) to approve the consent calendar, passed unanimously.

Mayor Taylor reordered the agenda.

## H. Regular Business

- H1. Update and consideration of resources available to small businesses impacted by COVID-19 (Staff Report #20-070-CC)

Management Analyst II, Housing and Economic Development John Passmann made the presentation (Attachment).

The City Council received information about the programs available to small business and requested data on how many businesses have taken advantage of the programs.

- Pamela Jones spoke in support of providing the program information to small businesses.
- Jen Wolosin, on behalf for Kathleen Daley, spoke in support of the planning department allowing restaurants to use outdoor parking areas to allow for social distancing.

Mayor Taylor combined items SS1. And H2.

## F. Study Session

- SS1. City Council priorities and status of City operations (Staff Report #20-072-CC)

- H2. Consideration and discussion of COVID-19 City responses (Staff Report #20-071-CC)

Assistant City Manager Nick Pegueros, Interim City Attorney Cara Silver, and Deputy City Manager Justin Murphy made the presentation (Attachment)

- Lynn Bramlett spoke in favor of the City utilizing volunteers to integrate with emergency situations (e.g., COVID-19) and requested they be included in policy, procedure, and processes.
- Rebecca Grant spoke in support of the City utilizing volunteers (Attachment).
- Peter Carpenter made suggestions for next steps (Attachment).

The City Council took a break at 9:52 p.m.

The City Council reconvened at 9:58 p.m.

**ACTION:** Motion and second (Mueller/ Carlton) to support the priorities as stated in the staff report and 1) direct staff to meet with the Menlo Park Fire Protection district to discuss utilization of volunteers; 2) continue hold of construction activities and return to the City Council in two weeks; 3) Taylor to define “equity” with staff; 4) increase community outreach with equity at a top level, and; 5) community outreach to be provided in English and Spanish, passed unanimously.

- H3. Consider Resolution No. 6553 affirming Menlo Park’s commitment to values of equity, fairness, and justice in responding to COVID-19 (Staff Report #20-069-CC)

Interim City Attorney Cara Silver introduced the item and Mayor Taylor made the presentation.

The City Council discussed extending resolution to all aspects of equity and aspirational goal of providing medical services to all areas of city with emphasis on those most in need.

**ACTION:** Motion and second (Carlton/ Nash) to Resolution No. 6553 affirming Menlo Park's commitment to values of equity, fairness, and justice in responding to COVID-19 including updated language, passed unanimously.

**I. City Manager's Report**

City Manager Starla Jerome-Robinson reported on the farmer's markets, Gina Sudaria recent appointment as superintendent to Ravenswood School District, and two autonomous vehicles coming to San Mateo County.

**J. City Councilmember Reports**

City Councilmember Carlton reported on the donation of 100 COVID-19 test kits.

Mayor Taylor reported on the upcoming 2020 Census.

**K. Adjournment**

Mayor Taylor adjourned the meeting to order at 10:29 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of May 26, 2020.



# COVID-19 SMALL BUSINESS UPDATE

April 7, 2020 City Council Meeting

ARRIENGA FAMILY  
GYMNASIUM



# PURPOSE

- Inform City Council of resources currently available to small businesses
- Discuss need for commercial tenant eviction moratorium
- Allow for discussion of Council policy on small business relief going forward during the stay-at-home order





## BACKGROUND – COVID-19

- March 11 – Menlo Park declared local emergency
- March 12 – Menlo Park closed facilities
- March 16 – Stay-at-home order issued
  - Nonessential businesses directed to close until April 7<sup>th</sup>
  - Essential businesses:
    - Grocery and convenience stores
    - Gas stations
    - Banks
    - Supply and repair stores
    - Food retailers
- Order extended to May 3
  - Further requirements placed on essential businesses



## IMPACT ON BUSINESSES

- Hard to assess this early
- Substantial revenue and cash flow issues
  - Unable to operate or reduced operations
  - 95% of surveyed businesses\*
- Employee lay-offs
  - Most businesses holding out for now
  - 30% of surveyed businesses\*
- Rent/mortgage difficult to pay with little to no revenue

\*Survey conducted 3/21-3/31 by SAMCEDA/MP Chamber of Commerce; 64 respondents



# PAYCHECK PROTECTION PROGRAM (SBA)



- \$349 billion in forgivable loans
- Wide eligibility net
  - Sole-proprietors and independent contractors included
- Borrow 2.5x average monthly expenses
- Eligible expenses:
  - Payroll (75% of loan amount for full forgiveness)
  - Healthcare benefits
  - Mortgage/rent
  - Utilities
  - Interest on debt



# PAYCHECK PROTECTION PROGRAM (SBA) - CONT



- Loan features
  - 1% interest rate
  - 2 year maturity
  - 6 months deferred payments
- Key feature – forgiveness
  - Must maintain workforce
  - Must rehire if employees already let go
  - Cannot decrease wages substantially
- Businesses can apply through their local lender
  - Some initial issues with availability



## ECONOMIC INJURY DISASTER LOAN PROGRAM (SBA)



- SBA disaster funding
- Distinctions from PPP loans:
  - Cannot be forgiven
  - Funds less restricted
  - Must have no other sources of credit
  - May require collateral
  - 3.75% interest rate
- Applicants eligible for up to \$10k grant
  - Will be deducted from PPP forgiveness if received



# SAN MATEO COUNTY STRONG FUND



- Established by San Mateo County
  - Allocated \$3 million from County
  - Tax deductible donations; \$3 million in matching so far
- Program details pending
  - SAMCEDA taking lead on developing process
  - Taking input from chambers and cities
  - Presented to board tonight
  - Collected survey input from over 900 businesses
- Expected to be grants

# SAMCEDA AND CHAMBER EFFORTS



- SAMCEDA
  - Continuity Action Plan
  - Business resource list
- MP Chamber of Commerce
  - Adapted hours of operation list
  - Instrumental in Zonehaven GIS map
  - Planning a second survey of impacts



# COMMERCIAL TENANT EVICTION MORATORIUM



- County of San Mateo adopted an ordinance for unincorporated areas
  - Small businesses defined as annual gross receipts of <\$2,500,000
- City of San Mateo
  - Small businesses defined as annual gross receipts of <\$25,000,000



## COUNCIL FEEDBACK

- (1) Discuss need for commercial eviction moratorium in City
- (2) Discuss need for other programs to help businesses



**THANK YOU**





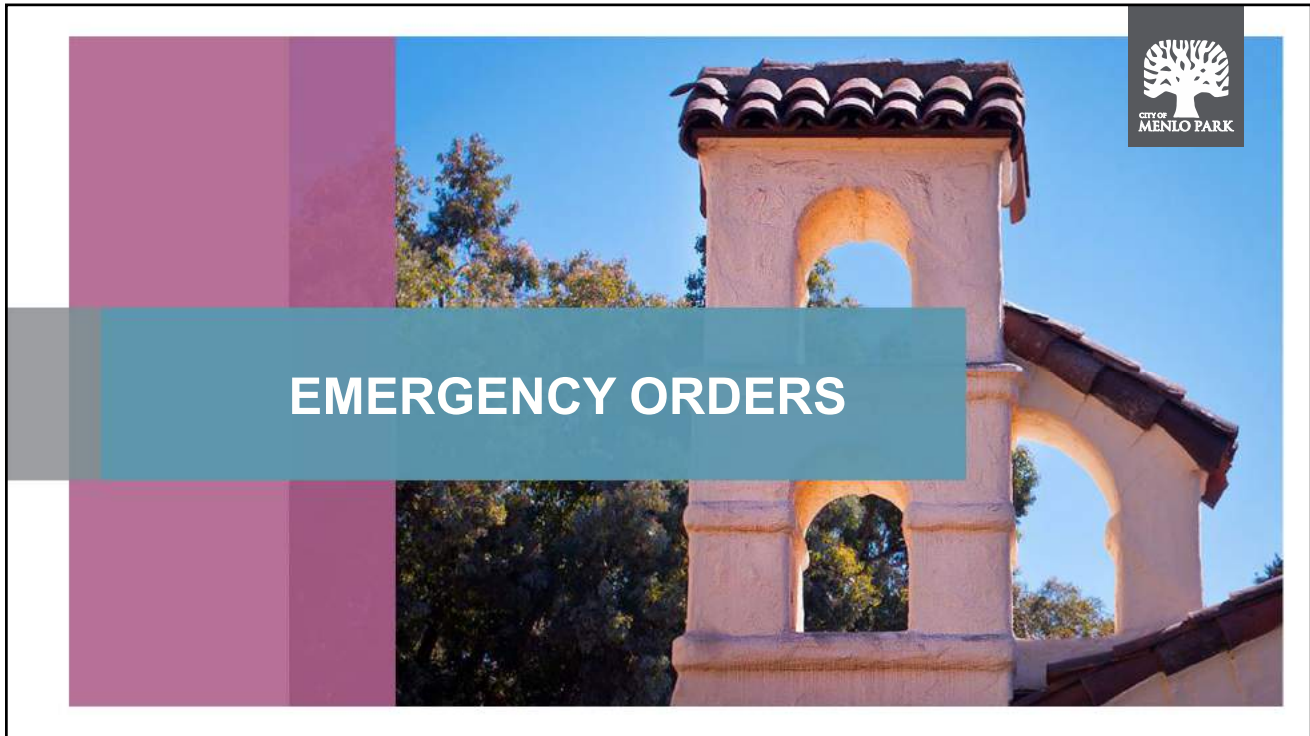
# LOCAL EMERGENCY UPDATE

Study Session – April 7, 2020



## AGENDA

- Emergency orders
- Emergency Operations Center
- City priorities
- Departmental updates
- Policy considerations



## STATE AND COUNTY

- **Governor's Executive Order N-33-20:**
  - Issued March 19, 2020
  - All individuals living in California must stay at home unless exempt
  - Identifies sixteen (16) critical infrastructure sectors whose employees are exempt, including:
    - Government facilities
    - Construction (later added to list)
- **County Order No. c19-5b (Revised):**
  - Extended stay-at-home order to May 4
  - People permitted to leave resident only to perform “essential activities”
  - Essential activities include: visit doctor, purchase food, work for essential businesses, provide care for family member, attend funeral (limit 10), move residences (certain limitations)
  - Allows each city to identify essential governmental functions which will be exempt from Order



4



## CITY OF MENLO PARK

- **City Resolution No. 6550, March 11**
  - Ratified the Emergency Services Director/City Manager's proclamation of a local emergency
  - Closed all city buildings to public
  - Cancelled non-essential city events and meetings (currently through April 30)
  - Non-essential services suspended effective March 16
    - Essential services defined as: police patrol, dispatch and records, water, emergency building inspections, public works emergency response, public information and city council support and supportive internal services
- **Emergency Services Director/City Manager Orders:**
  - Order 1: Halted all construction activity in City; Exception for public works construction and life, health and safety work
  - Order 2: Closed additional public recreation facilities, including playgrounds, basketball and tennis courts
  - Order 3: Closed Bedwell Bayfront Park

5



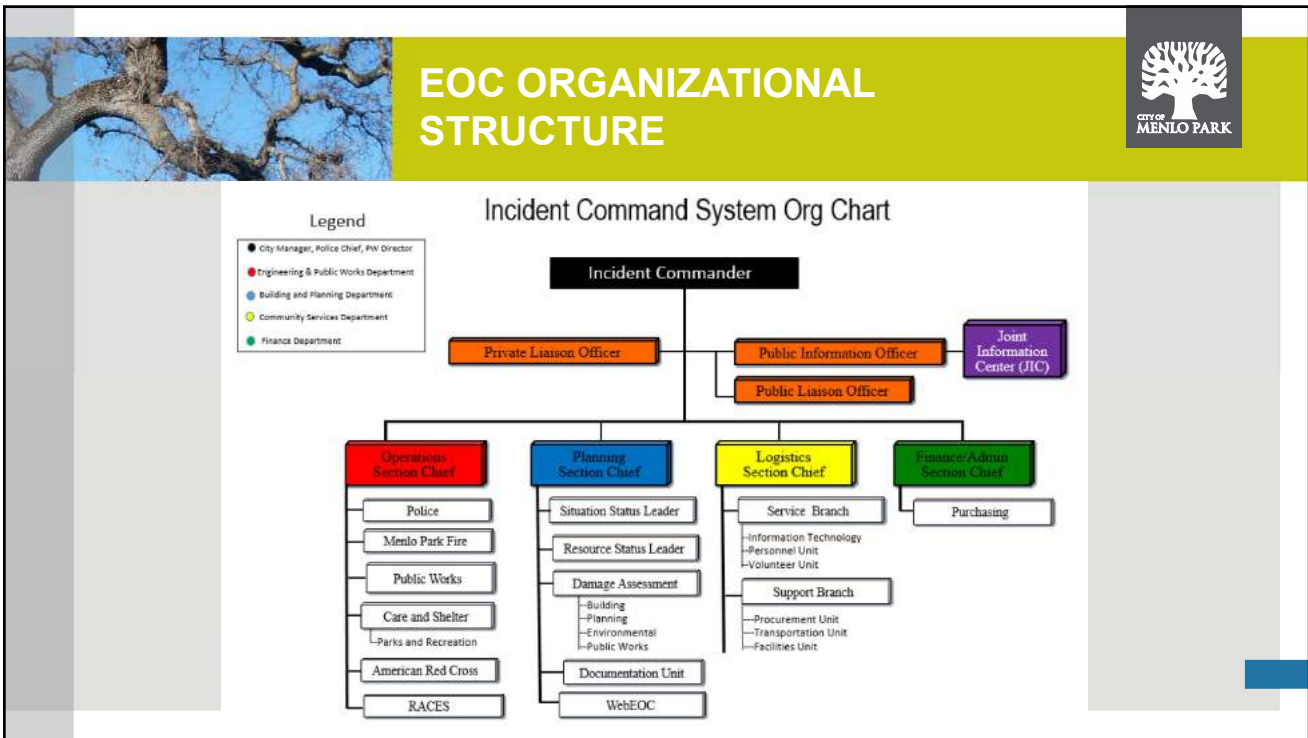
## LEGAL PRINCIPLES GOVERNING ORDERS

- Orders designed to work together
- Most restrictive order applies
- City given broad health and safety power to adopt local orders
- Typical ordinance procedures do not apply during emergency

6



# EMERGENCY OPERATIONS CENTER (EOC)





## EOC ACTIVATION

- March 12 – partial activation of EOC focus on public information
- March 17 – Virtual EOC (vEOC) fully activated
- March 19 – vEOC incident objectives, staffing, and operational period established

Meeting	Schedule
vEOC section chiefs briefing	Daily at 0900
Countywide PIO/Joint Info Center call	Tuesday at 1000 & Thursday at 1100
Bay Area PIO Call/Joint Info System	Daily at 1200
EOC Directors coordination call	Daily at 1300
vEOC team briefing	Daily at 1630



## CURRENT EOC STAFF

Role	Staff member
Director	Justin Murphy
PIO	Nicole Acker
vEOC Coordinator	Neetu Salwan
Operations Section Chief	Nikki Nagaya
Deputy Operations Sec. Chief	Dave Bertini
Planning Section Chief	Nick Szegda
Finance Section Chief	Patricia Barboza
School & non-profit liaison	Rebecca Lucky
Business liaison	John Passmann
CCM/CERT liaison	Mike Noce
Fire District liaison	Ryan Zollicoffer (MPFPD)





## VEOC INCIDENT OBJECTIVES

- Protect life and safety of the Menlo Park community and Menlo Park city staff
- Coordinate information and response with local Special Districts, County, State, and Federal appointed officials
- Coordinate information with local school districts, non-profit service providers
- Communicate critical incident information to residents, staff and other stakeholder groups
- Gather operational information to assess impacts
- Document incident management activities
- Conduct essential City meetings remotely

11



## CITY PRIORITIES



## CURRENT PRIORITIES

- Protect public health
  - Public information
  - Construction activity restrictions
  - Farmers market modifications
- Protect employee health
  - Personal protective equipment and social distancing while at work
  - Telework for most employees
  - Some employees unable to work (e.g., childcare, maintenance workers)
- Maintain essential public services
- Restore mandated and baseline public services
- Plan for financial impacts

13



## ESSENTIAL SERVICES

Services necessary to protect life and safety

- Police patrol and public safety dispatch
- Menlo Park Municipal Water
- Building and construction inspections
  - Emergencies
  - Essential public projects
- Public works emergency responses
- Public information and City Council support
- Internal services: payroll, accounts payable, procurement, information technology, and critical fleet and facility maintenance

14



## RESTORATION OF MANDATED AND BASELINE SERVICES

- **Mandated services**
  - Required by federal or state law
  - Required by local ordinance; City Council may suspend
    - Parking enforcement
    - Revenue collection
- **Baseline services**
  - Not mandated by law
  - Level of service provided to the community
  - Impacted by stay-at-home order
    - Community Services
    - Library
    - Public Works – maintenance division (partial)

15



## ESTIMATED FINANCIAL IMPACTS OF COVID-19

Revenue impacts	Q3 - FY20	Q4 - FY20	Total
Hotel tax	(\$1.00)	(\$2.50)	(\$3.50)
Sales tax	(0.15)	(0.85)	(1.00)
Charges for services			
Community Services	(0.55)	(1.60)	(2.15)
Community Development	(0.03)	(1.47)	(1.50)
Other	(0.10)	(0.55)	(0.65)
<b>Total</b>	<b>(\$1.83)</b>	<b>(\$6.97)</b>	<b>(\$8.80)</b>

\$ millions

16







## ESTIMATED FINANCIAL IMPACTS OF COVID-19

Estimated budget impacts	FY 2020
Revenue loss	(\$8.8)
Vacancy savings	\$2.0
Contract and professional services reductions	\$1.5
Budget enhancement contingency reductions	\$1.5
Estimated surplus/(deficit), June 30 2020	(\$3.8)

\$ millions



## DEPARTMENTAL UPDATES



## PUBLIC WORKS

- Support vEOC
- Provide essential services
  - Operate Menlo Park Municipal Water
  - Respond to requests for urgent maintenance
  - Service Police patrol vehicles and critical emergency equipment
  - Review emergency construction requests and issue permits
  - Oversee construction for essential infrastructure projects
  - Provide support for EOC functions
- Continue to restore other critical services
  - High priority projects (BHCCL and other 2019 priority projects)
  - Remote work for engineering/transportation divisions
  - Permits for non-emergency work
  - Other maintenance services


19




## POLICE

- Support vEOC
- Responding to priority calls and investigating crimes
- Developed and implemented procedures for officers to minimize risk of exposure
- Enforcing current Stay-At-Home order
  - Created on-line method to report violations
  - Conducting an effort to educate the public
  - Handle 30-40 calls a day for violations
  - Developed a 4 step escalation policy on handling repeated violations
- Conducting numerous checks of essential open businesses

20




## LIBRARY




- Support vEOC
- Online/virtual offerings
  - Combination of pre-existing and new electronic services
  - eBooks, streaming video
  - Interactive online tutoring and literacy support
  - Virtual story time, book discussion groups
- Creative solutions to get printed books to homebound residents
  - Via U.S. mail
  - Via community network of Little Free Libraries
- Library team members also are working remotely to
  - Implement department wide cross-training efforts
  - Complete projects and procedural updates outlined in the library strategic plan

21



## COMMUNITY SERVICES



- Support vEOC
- Support of vulnerable populations in the community by:
  - Providing home-delivered meals to seniors
  - Bi-weekly Senior Brown Bag food pantry program and monthly 2<sup>nd</sup> Harvest
  - Wellness checks made weekly in both English and Spanish
  - Project Cheer
- Launched the City's Virtual Recreation Center  
[menlopark.org/virtualrec](http://menlopark.org/virtualrec)
- Other projects staff are working on remotely include:
  - Transitional services preparation for Belle Haven
  - Program needs assessment, evaluation and development
  - Lesson planning and curriculum development in childcare
  - Recreation Management Software
  - Recovery and re-opening plan



## COMMUNITY DEVELOPMENT



- Support community needs that may be affected by COVID-19
  - Rental Assistance Program modifications
  - Small Business Resources
  - EOC operations
- Respond to emergency construction requests
- Implement new protocols and technology to reinstate key land development functions
  - Continue to have open counter hours (emails and phone calls)
  - 2 virtual Planning Commission meetings
  - New digital planning application intake and online building and planning application resubmittal processes
- Identify and initiate additional opportunities to reinstate and enhance available resources to the public
  - Virtual building inspections
  - Online building permit applications
  - Updated webpage handouts
  - Staff development (trainings and webinars)



## ADMINISTRATIVE SERVICES



- Information Technology
  - Deployed all available city-owned laptops and smart devices to facilitate telework
  - Remote troubleshoot of equipment and application problems
  - Exploring technology enhancements and new technologies
- Human Resources
  - Coordinating new federal benefits
  - Meet-and-confer with labor units regarding COVID-19 emergency
  - Developing telework options for staff
- Finance
  - Continue implementation of OpenGov budget software
  - Set up and operate remote payroll processes
  - Transition from paper check payable process to electronic vendor payments via ACH

24



## CITY MANAGER'S OFFICE

- Support vEOC
- City Council support
  - 4 emergency meetings
  - 4 special meetings
  - Commissioner recruitments
- BHCCL project support
- Sorting and scanning mail



## POLICY CONSIDERATIONS



## CONFIRMATION OF LOCAL EMERGENCY PRIORITIES



- Protect public health
- Protect employee health
- Maintain essential public services
- Restore mandated and baseline public services
- Plan for financial impacts
- City Council priority projects
  - Belle Haven community center and library
  - Emergency water supply well at the City's corporation yard
  - Monte Rosa water main replacement
  - IT Master Plan implementation
  - Other 2019 City Council priorities and work plan

27



## ADDITIONAL CONSIDERATIONS



- Should we reconsider any of the local orders?
  - Inspection of housing developments where 10% of housing designated as affordable
- Role of volunteers

28

## Agenda item H-2

Peter Carpenter, Menlo Park resident

City Council,

Please follow the wise leadership being provided by the Town of Atherton and the City of Palo Alto.

1 - Fully activate your Emergency Operations Center,

2 - Accept responsibility for the hundreds of CERTs already trained, at no expense to the City, by our Fire District and the hundreds more Menlo Park residents who have joined with them to attempt to complete a citizen led effort to provide city-wide coverage of every residence,

3 - Contribute to the recruitment of more Block and Area Coordinators by both strongly endorsing this effort and financially supporting it,

4- Immediately integrate that rapidly growing network of Area and Block Coordinators into your EOC by giving them a chain of command headed by a senior city manager who has significant Incident Response System training and experience and who respects the value of these volunteers.

## Agenda item H-2

Rebecca Grant, Menlo Park resident

To City Council:

I'm writing as a resident of Menlo Park to express my support for the effort to organize, train, and utilize volunteer networks in our city.

There are hundreds of volunteers already working "behind the scenes," with no official stamp of approval from the City, to connect with thousands of residents. For anyone lucky enough to live in one of these connected communities, people know their neighbors, folks look out for others on their block that might be in need of support, and the community as a whole is prepared to take direction or communicate up as needed if an emergency or disaster comes their way.

Don't we want our entire city to be like this?

Please support the efforts to strengthen and connect our communities via Block Preparedness Coordinators at the grassroots level. In the long term, this work will make a huge positive difference for our residents; in the short term, it may save lives.

Sincerely,  
Rebecca