



REGULAR MEETING MINUTES

Date: 9/22/2020

Time: 5:00 p.m.

Regular Meeting Location: Joinwebinar.com – ID# 824-212-843

Regular Meeting (Joinwebinar.com – ID# 824-212-843)

A. Call To Order

Mayor Taylor called the meeting to order at 5:05 p.m.

B. Roll Call

Present: Carlton, Combs (arrived at 5:18), Nash, Mueller, Taylor

Absent: None

Staff: City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver, City Clerk Judi A. Herren

C. Public Comment

None.

D. Presentations and Proclamations

D1. Certificate of Recognition: John Butler ([Attachment](#))

Mayor Taylor read the certificate of recognition (Attachment).

John Butler accepted and made a presentation.

E. Consent Calendar

E1. Accept the City Council meeting minutes for August 18 and 25, 2020 ([Attachment](#))

The City Council updated the language on the August 25, 2020 minutes, item F10., to include "...approved finance and audit committee workplan and not the parking lot items".

ACTION: Motion and second (Carlton/ Nash), to approve the consent calendar including the update to the August 25, 2020 minutes, passed unanimously.

F. Regular Business – no staff presentations

F1. Adopt Resolution No. 6588 to approve amendments to the salary schedule as of September 19, 2020 ([Staff Report #20-209-CC](#))

The City Council received clarification on bargaining units and pensions.

ACTION: Motion and second (Nash/ Combs), to adopt Resolution No. 6588 to approve amendments to the

salary schedule as of September 19, 2020, passed unanimously.

- F2. Adopt Resolution No. 6589 to amend the fiscal year 2020-21 budget to allocate carried over capital funds to capital improvement plan projects ([Staff Report #20-215-CC](#))

ACTION: Motion and second (Carlton/ Combs), to adopt Resolution No. 6588 to amend the fiscal year 2020-21 budget to allocate carried over capital funds to capital improvement plan projects, passed unanimously.

- F3. Review and confirm the need for continuing the local emergency ([Staff Report #20-216-CC](#))

The City Council received clarification on the continuation of the declaration for funding.

ACTION: Motion and second (Nash/ Combs), to confirm the need for continuing the local emergency, passed unanimously.

- F4. Amend the agreement with Black & Veatch Management Consulting to develop the 2021 Water rate study for Menlo Park Municipal Water ([Staff Report #20-210-CC](#))

ACTION: Motion and second (Carlton/ Combs), to amend the agreement with Black & Veatch Management Consulting to develop the 2021 water rate study for Menlo Park Municipal Water, passed unanimously.

- F5. Adopt Resolution No. 6590 proposing to abandon Alto Lane public right-of-way adjacent to 201 El Camino Real ([Staff Report #20-217-CC](#))

[Web form public comment on item F5 \(Attachment\).](#)

- Steve Atkinson spoke in support of the abandonment.

The City Council discussed the value of property and the easement for public use to be abandoned. The City Council inquired about the proposed redevelopment project at 201 El Camino Real, including pedestrian access through the site and the public benefit proposed as part of the project. The City Council received clarification on the conditions and necessary approvals of an abandonment, with the project and action on the abandonment scheduled to return to the City Council on October 27, 2020, following Planning Commission review on October 5, 2020.

ACTION: Motion and second (Mueller/ Carlton), to adopt Resolution No. 6590 proposing to abandon Alto Lane public right-of-way adjacent to 201 El Camino Real, passed 4-0-1 (Combs abstaining).

- F6. Appoint a new alternate representative to the County of Santa Clara Community Resources Group for Stanford University ([Staff Report #20-211-CC](#))

ACTION: Motion and second (Mueller/ Carlton), to appoint Mayor Taylor as the alternate representative to the County of Santa Clara Community Resources Group for Stanford University, passed unanimously.

- F7. Adopt Resolution No. 6591 authorizing the city manager to accept the MTC OneBayArea Grant in the amount of \$647,000 and execute program supplement agreement No. 017-F with Caltrans and subsequent amendments necessary for the construction of the Santa Cruz and Middle Avenues street rehabilitation project ([Staff Report #20-218-CC](#))

ACTION: Motion and second (Mueller/ Nash), to adopt Resolution No. 6591 authorizing the city manager to accept the MTC OneBayArea Grant in the amount of \$647,000 and execute program supplement agreement No. 017-F with Caltrans and subsequent amendments necessary for the construction of the Santa Cruz and Middle Avenues street rehabilitation project, passed unanimously.

F8. Service adaptation update - childcare services ([Staff Report #20-214-CC](#))

- Heather Hopkins spoke on the budget and advertisement opportunities for childcare.

The City Council received clarification on providers and childcare program enrollment. The City Council discussed the budget, surplus and deficit, for childcare services and reviewed table 2 in the staff report. The City Council directed staff to add Menlo Children's Center to the 4Cs (Child Care Coordinating Council).

The City Council took a break at 6:41 p.m.

The City Council reconvened at 7:12 p.m.

G. Regular Business

G1. Waive formal bid requirements and authorize the city manager to enter into a five-year agreement with OpenGov for financial accounting software-as-a-service for a total of \$814,700 and appropriate funds ([Staff Report #20-212-CC](#)) ([Presentation](#))

City Councilmember Mueller was recused because of a professional relationship with OpenGov and exited the meeting at 7:23 p.m.

Assistant Administrative Services Director Dan Jacobson made the presentation ([Attachment](#)).

The City Council received confirmation on subscription length and cost.

ACTION: Motion and second (Carlton/ Nash), to waive formal bid requirements and authorize the city manager to enter into a five-year agreement with OpenGov for financial accounting software-as-a-service for a total of \$814,700 and appropriate funds, passed 4-0-1 (Mueller recused).

City Councilmember Mueller rejoined the meeting at 7:29 p.m.

G2. Reaffirm prior direction to acquire and install three air quality monitoring sensors and provide direction on use of data collected ([Staff Report #20-208-CC](#))

Assistant City Manager Nick Pegueros made the presentation.

- Julie Shanson spoke in support of purchasing Purple Air air quality monitors.

The City Council discussed the differences between Purple Air and Clarity air monitors, reporting availability, consumer use on each website, and locations within the City for installation. The City Council also discussed the implementation of individual district budgets for similar projects in the future.

ACTION: Motion and second (Taylor/ Combs), to cancel the Purple Air air monitor order, passed unanimously.

The City Council took a break at 8:45 p.m.

The City Council reconvened at 8:52 p.m.

H. Informational Items

H1. Summary of options for forming re-districting commission following release of 2020 census information ([Staff Report #20-207-CC](#))

- Helen Greico spoke in support of an independent commission.
- Jen Wolosin spoke in support of an independent commission.
- Adina Levin spoke in support of an independent commission.
- Pamela Jones spoke in support of an independent commission.
- Lynne Bramlett spoke in support of an independent commission.

The City Council received clarification on pending litigation regarding the Census deadline. The City Council discussed the options of advisory, independent, and hybrid commissions.

H2. City Council agenda topics: October 2020 to November 2020 ([Staff Report #20-213-CC](#))

I. City Manager's Report

City Manager Starla Jerome-Robison reported out on the updated COVID-19 status of San Mateo County as level red.

I1. Update on Santa Cruz Avenue closure (Attachment)

- Fran Dehn spoke in support of time restrictions on Santa Cruz Avenue for bicycles.
- Adina Levin requested that multimodal transportation be considered.

The City Council received clarification on actions and direction City Council can take under this item. The City Council discussed alternatives to the closure approved on September 8, 2020 City Council meeting. The City Council directed staff to implement temporary “walk your bike” signs at Evelyn Street, Crane Street, Doyle Street, and Curtis Street, return with an ordinance amendment on October 6, 2020, and to implement by mid-October.

J. City Councilmember Reports

City Councilmember Mueller reported on a panel meeting for CalOES fire chief retirement September 22 (Zoom meeting ID 886-725-46392).

Mayor Taylor reported out on the Task Force on Homeless Encampment on Bayfront meeting in August.

City Councilmember Nash reported out on the District Sea Level Rise Group.

K. Adjournment

Mayor Taylor adjourned the meeting at 10:03 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of October 27, 2020.

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/publiccommentSeptember22*
 - Record a comment or request a call-back when an agenda topic is under consideration:
Dial 650-474-5071*
 - Access the regular meeting real-time online at:
joinwebinar.com – Regular Meeting ID 824-212-843
 - Access the regular meeting real-time via telephone (listen only mode) at:
(415) 655-0060
Regular Meeting ID 449-349-599 (# – no audio pin)
*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

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. 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).

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.

Presented to

John Butler

In honor of your graduation from the
San Mateo County Health's Lived Experience Academy (LEA)

Presented this twenty-second day of September 2020

DocuSigned by:
Cecilia Taylor
4A373F6C54BE48A...

Cecilia Taylor, Mayor
City of Menlo Park

Agenda item F5
Tim Gernitis, resident

City Council members,

I'm writing in concern to Agenda item F5. in tomorrow's council meeting. (Adopt Resolution No. 6590 proposing to abandon Alto Lane public right-of-way adjacent to 201 El Camino Real (Staff Report #20-217-CC); for review on council meeting date 09/22/2020)

As a homeowner on a nearby block, I'd like to recognize that Alto Ln. serves as an important bicycle and walking route for families in our area to travel to Palo Alto. My understanding is the resolution to abandon Alto Lane behind 201 El Camino Real provides no condition that a bicycle- and pedestrian-friendly pathway would continue to connect the Oasis property (241 El Camino Real) to Cambridge Ave.

I ask that the council please consider the loss of the current public bicycle- and pedestrian-friendly route when evaluating this resolution. And, if the council considers this route important to the community, ensure that a safe, public bicycle- and pedestrian-friendly way be part of the new 201 El Camino Real development.

Best,
Tim Gernitis

766 Partridge Ave.
Menlo Park
Tim
Gernitis

Agenda item F5
Steve Atkinson

Dear City Councilmembers:

We represent the applicant for the project connected with the proposed abandonment of a dead end portion of Alto Lane north of Cambridge.

A comment was submitted for this matter by Mr Tim Gernitis. He asserts that Alto Lane serves as an important bike walking route for persons in the area traveling to Palo Alto.

We respectfully disagree with the claim that this is an important route. Alto Lane dead ends into the rear of the property to the north, 239-251 El Camino, and there is no easement or other official access from that end of Alto Lane to El Camino or any point to the north

In any event, the proposed project improves access along El Camino by providing a much wider sidewalk than present, in addition the project provides a pedestrian path that provides a connection between Cambridge and the rear of 239-251 El Camino. Finally, to the extent that the Council wishes to address the issue of a pedestrian connection to make up for the loss of this short dead end section of Alto, that can be appropriately addressed by the Planning Commission, and by the City Council when it takes final action on the abandonment. This issue is no reason not to pass this resolution, which just formally initiates the abandonment process.

Thank you.



FINANCIAL ACCOUNTING SOFTWARE

September 22, 2020





RECOMMENDED ACTION

- Waive formal bid requirements for purchase over \$200,000
- Authorize the City Manager to execute a contract with OpenGov for financial accounting software-as-a-service
- Appropriate funds:
 - \$127,000 + 10 percent contingency from the General CIP fund under the IT Master Plan for implementation
 - \$675,000 from the IT internal service fund for subscription costs

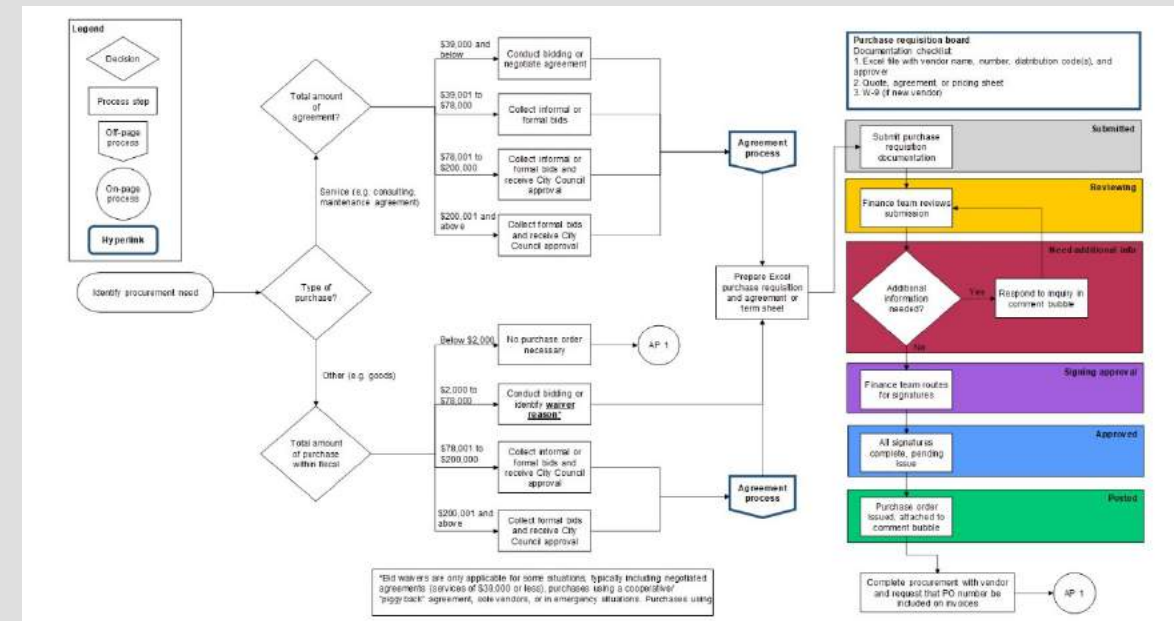


COVID-19 EFFECTS ON FINANCE DIVISION

- On-premises vs cloud-based model
- Manual, labor-intensive vs automated processes
- Timing of regular finance division activities
 - Financial statements (CAFR)
 - Annual budget process

EXAMPLE PROCESS IMPROVEMENT

- Purchase requisition process; >90% of procurement needs
- Current state
 - 6+ systems used
 - Rework at multiple steps
 - ~1 week process time
 - Low visibility
- Future state
 - 1-2 systems
 - No rework
 - Automated approvals
 - Full-process visibility





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SELECTION CRITERIA USED

- Service model
- Security
- Functionality and integration
- Implementation schedule
- Price/total cost of ownership
- Ability to fit current processes



GOVERNMENTAL ACCOUNTING

- System of record for financial activity
- Full fund accounting
- Encumbrances for committed funds
- GAAP and GASB guidelines



SANTA CRUZ AVE CLOSURE PILOT REVIEW

City Council Meeting – September 22, 2020

A close-up photograph of a brick building facade. The words "ARRIENGA FAMILY GYMNASIUM" are inscribed in gold-colored letters on the brickwork. The building is illuminated with warm, yellow light, and a window is visible above the inscription.

ARRIENGA FAMILY
GYMNASIUM



PROGRAM REVIEW

- Adopted updated urgency ordinance – September 8, 2020
 - Modified Santa Cruz Avenue street closure
 - Allow use of closed travel lanes (4:00 p.m. Friday to 11:59 p.m. Sunday)
 - Extended temporary outdoor uses permit through February 28, 2021
- Continue to support businesses with permit process and barriers/barricades for their parklets
- Review bicycle routing options at future meeting

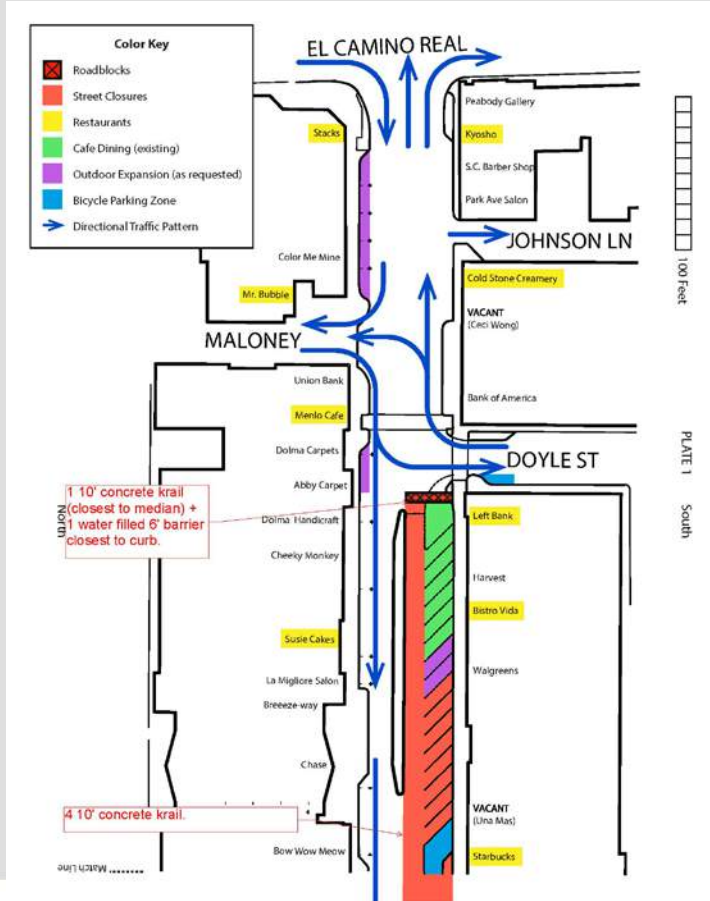


TEMPORARY OUTDOOR USE PERMIT SUMMARY

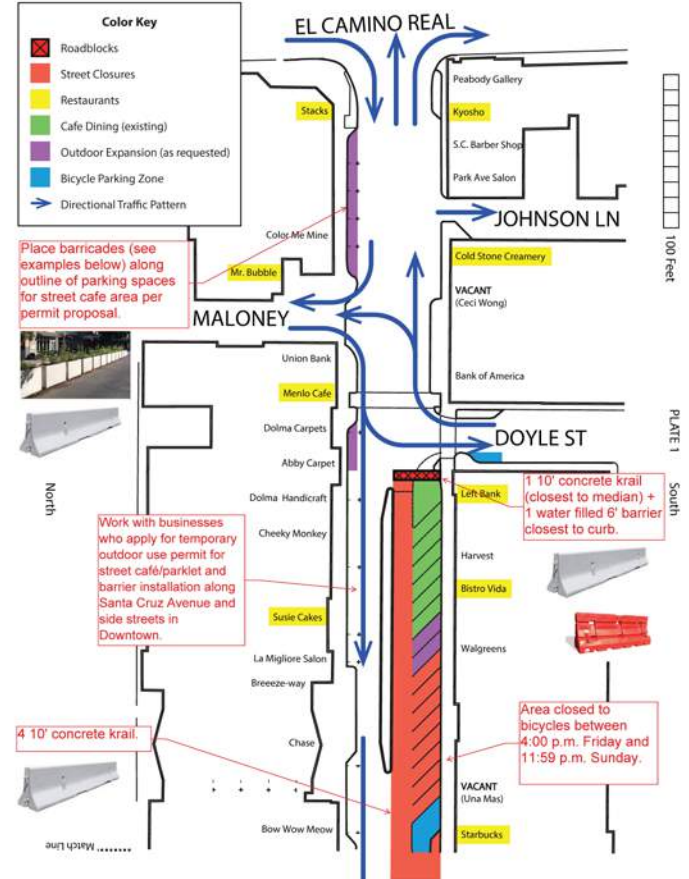
Temporary Outdoor Use Permit Applications

Use	Downtown Core	Outside Downtown Core	Approved
Dining	9	1	3
Retail	3	0	1
Personal service	4	1	3
Fitness studio	1	0	1
Total	17	2	8

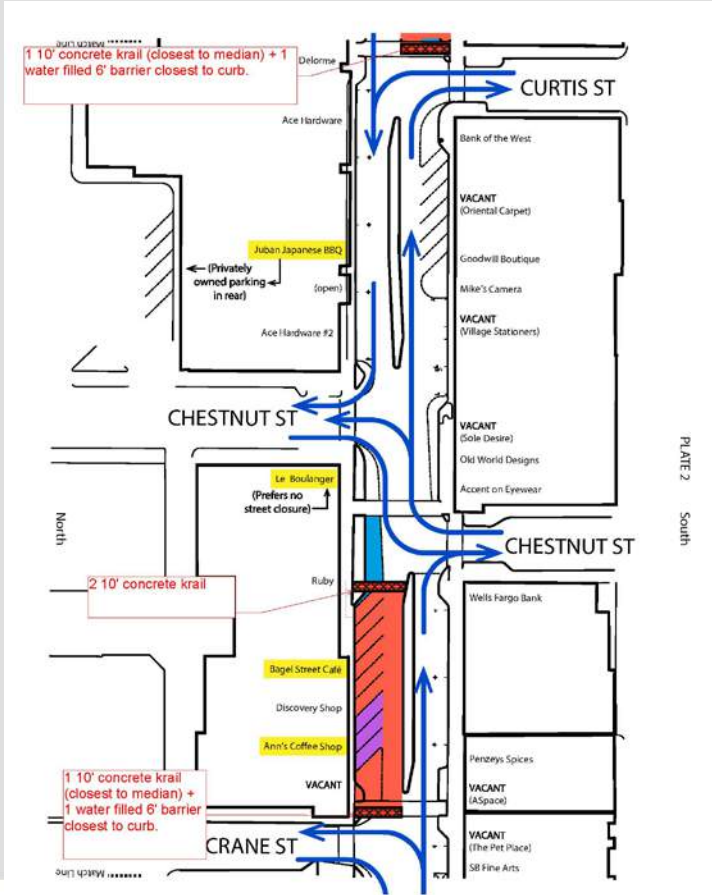
PREVIOUS STREET CLOSURE



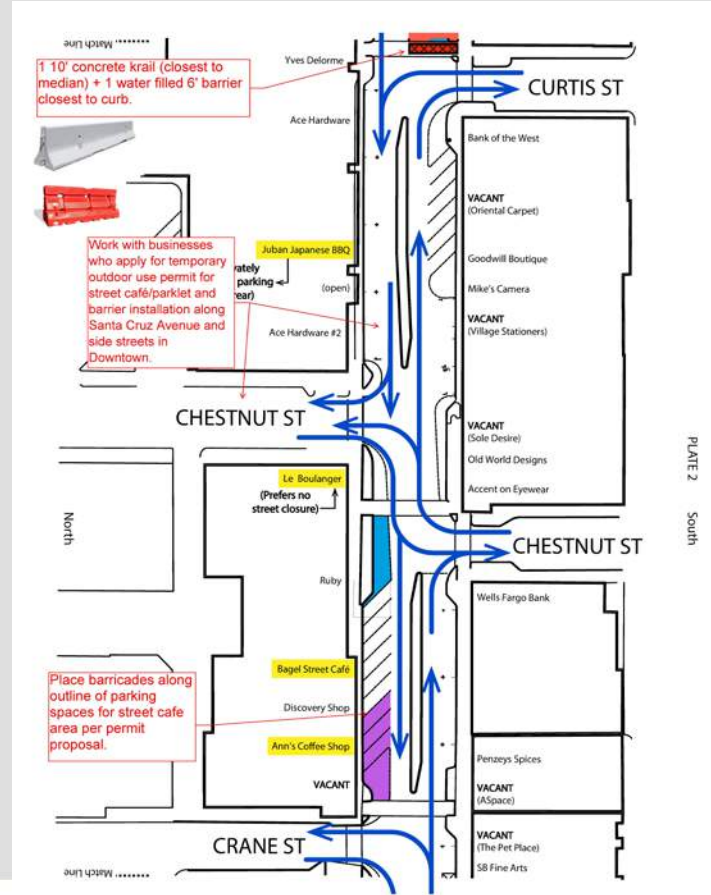
APPROVED STREET CLOSURE



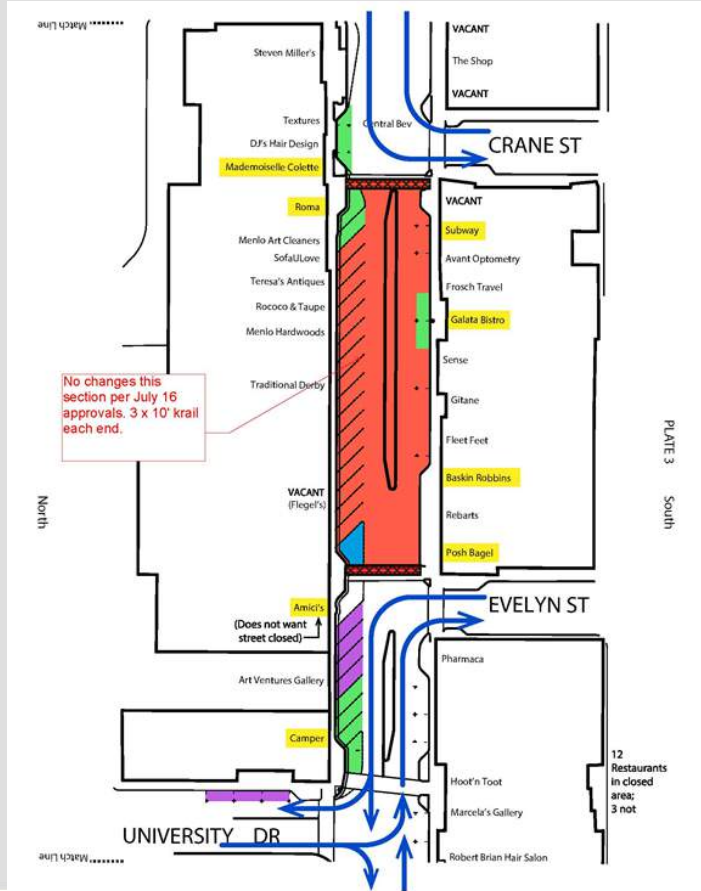
PREVIOUS STREET CLOSURE



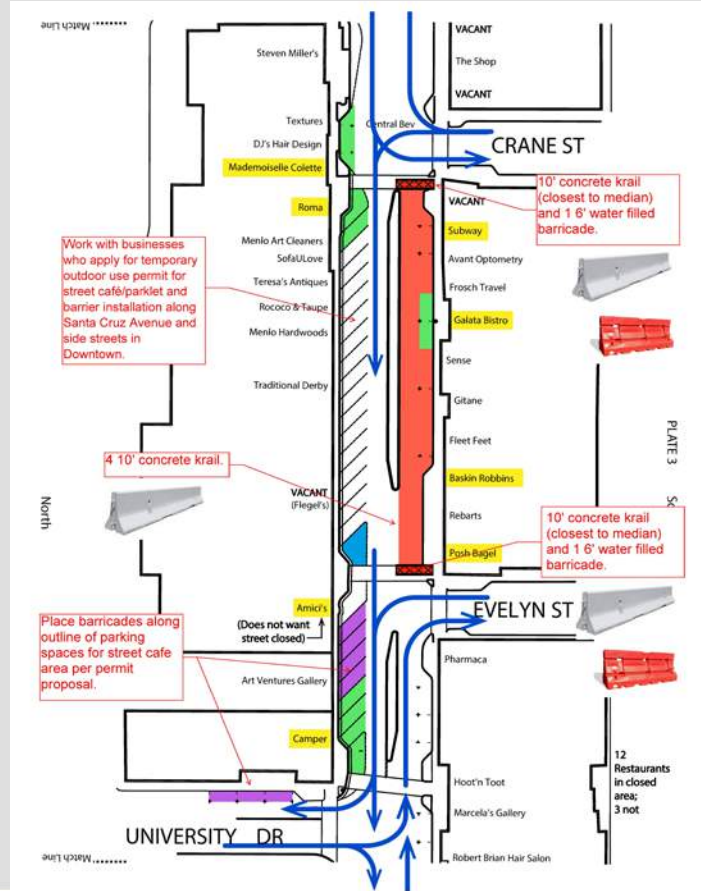
APPROVED STREET CLOSURE



PREVIOUS STREET CLOSURE



APPROVED STREET CLOSURE





THANK YOU