



**SPECIAL AND REGULAR MEETING MINUTES**

**Date: 11/10/2020**

**Time: 5:00 p.m.**

**Closed Session: Teleconference**

**Regular Meeting Location: Joinwebinar.com – ID# 371-149-155**

**Closed Session (Teleconference)**

**A. Call To Order**

Mayor Taylor called the meeting to order at 5:02 p.m.

**B. Roll Call**

Present: Carlton, Combs, Mueller, Nash, Taylor

Absent: None

Staff: City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver, Public Works Director Nicole Nagaya

**C. Closed Session**

C1. Conference with Legal Counsel – Anticipated litigation: Significant exposure to litigation pursuant to § 54956.9(b)

Number of cases – 1

No reportable actions.

Mayor Taylor adjourned to the regular session at 6:04 p.m.

**Regular Meeting (Joinwebinar.com – ID# 371-149-155)**

**D. Call To Order**

Mayor Taylor called the meeting to order at 6:12 p.m.

**E. Roll Call**

Present: Carlton, Combs, Nash, Mueller, Taylor

Absent: None

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

**F. Report from Closed Session**

No reportable actions.

## **G. Public Comment**

None.

## **H. Presentations and Proclamations**

H1. Proclamation: Ruby Bridges Walk to School Day ([Attachment](#))

Mayor Taylor read the proclamation ([Attachment](#)).

## **I. Consent Calendar**

I1. Accept the City Council meeting minutes for September 29, October 5, 6, 13, 15 and 21, 2020 ([Attachment](#))

I2. Extend the San Mateo County Mosquito and Vector Control District term to December 31, 2023 ([Staff Report #20-241-CC](#))

I3. Adopt Resolution No. 6597 dissolving the City's Sister City Committee and authorizing committee members to form a nonprofit to support the ongoing sister city program ([Staff Report #20-245-CC](#))

[Web form public comment on item I3.](#) ([Attachment](#))

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

## **J. Regular Business**

J1. Consider the funding options for the City requested work to accompany Facebook's offer to rebuild community facilities located at 100-110 Terminal Avenue and the plan for interim services during construction ([Staff Report #20-243-CC](#)  
[Informe de Personal #20-243-CC](#))

[Web form public comment on item J1.](#) ([Attachment](#)).

Deputy City Manager Justin Murphy made the presentation ([Attachment](#)).

- Julie Shanson spoke in support of the Measure T bonds for use of the project.
- Elyse Stein read the public comment letter submitted via web form.

The City Council received clarification on land acquisition costs and completed Measure T bond funded projects. The City Council discussed funding sources, funding tiers, and received clarification of repayment. The City Council had consensus around exploring grants.

**ACTION:** Motion and second (Carlton/ Nash), to approve the interim services and city manager contract authority, passed unanimously.

**ACTION:** Motion and second (Nash/ Taylor), to approve the study of tier nos. 1 (grants and donations) and 3 (measure T general obligation bonds), but not 2 (general fund unassigned fund balance), totaling \$9.8 million, passed unanimously.

The City Council took a break at 7:32 p.m.

The City Council reconvened at 8:06 p.m.

J2. Amend the City Council adopted 2020-21 budget and salary schedule ([Staff Report #20-244-CC](#)) ([Presentation](#))

Assistant City Manager Nick Pegueros and Assistant Administrative Services Director Dan Jacobson made the presentation (Attachment).

- Lynne Bramlett spoke in opposition of hiring staff amidst the pandemic.

The City Council received clarification that the proposed budget amendments result in a balanced budget, with no draw on reserves. The City Council discussed the COVID-19 pandemic emergency response budget amendment with focus on the outdoor dining grant program and utility rate increase relief. Further discussion about major revenues including transient occupancy tax recovery and property taxes.

**ACTION:** Motion and second (Mueller/ Carlton), to approve \$9.8 million revenue and expenditure budget amendment to fund City enhancements to the Menlo Park Community Campus project with further direction to maximize use of grants and contributions prior to use of Measure T bond proceeds, passed unanimously.

**ACTION:** Motion and second (Nash/ Combs), to approve the housing element budget request contingent on staff returning in early 2021, and to approve the salary schedule as presented by staff, passed unanimously.

**ACTION:** Motion and second (Nash/ Carlton), to approve the economic development initiative and increase the city managers signing authority to \$150,000, passed unanimously.

**ACTION:** Motion and second (Mueller/ Carlton), to approve the outdoor dining grant budget and direct staff to return with grants specifics before committing the funds, passed unanimously.

**ACTION:** Motion and second (Mueller/ Carlton), to approve non-departmental amendments as presented in Attachment E of the staff presentation, passed unanimously (Attachment).

J3. Adopt Resolution No. 6598 approving the Town of Atherton withdrawal from the South Bayside Waste Management Authority ([Staff Report #20-246-CC](#))

**ACTION:** Motion and second (Mueller/ Nash), to adopt Resolution No. 6598 approving the Town of Atherton withdrawal from the South Bayside Waste Management Authority, passed unanimously.

**K. Informational Items**

K1. City Council agenda topics: November 2020 to January 2021 ([Staff Report #20-242-CC](#))

**L. City Manager's Report**

City Manager Starla Jerome-Robinson reported on the appointment of Pamela Jones to the housing innovation fund and provided an update to the police chief recruitment.

**M. City Councilmember Reports**

City Councilmember Carlton reported out on the upcoming Recology coat drive.

**N. Adjournment**

Mayor Taylor adjourned the meeting at 10:46 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of December 8, 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/publiccommentNovember10](https://menlopark.org/publiccommentNovember10)\*
  - 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](https://joinwebinar.com) – Regular Meeting ID 371-149-155
  - Access the regular meeting real-time via telephone (listen only mode) at:  
(415) 655-0060  
Regular Meeting ID 607-155-241 (# – 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](https://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](https://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](https://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.

# PROCLAMATION

## RUBY BRIDGES WALK TO SCHOOL DAY November 18, 2020

**WHEREAS**, Ruby Bridges is an icon of the American civil rights movement, who at the age of six years old in 1960, became the youngest member to integrate public schools in the American South; and

**WHEREAS**, segregation continued to exist in various states despite the Supreme Court of the United States' 1954 ruling in *Brown v. Board of Education* barring any state laws allowing racial segregation in public schools; and

**WHEREAS**, Ruby Bridges was the lone student of her group of African-American students to integrate William Frantz Elementary School in the City of New Orleans on November 14, 1960, being escorted by four federal agents while bravely walking amongst protesters full of vitriol; and


**WHEREAS**, the San Mateo County Board of Education adopted a resolution in 2019 declaring November 14, or the following Wednesday if it should fall on a weekend, to be henceforth annually known as Ruby Bridges Walk to School Day in the County of San Mateo, to celebrate the spirit of inclusivity; and

**WHEREAS**, up to 100 community members participated in Ruby Bridges Walk to School Day on November 14, 2019 in the Belle Haven neighborhood; and

**WHEREAS**, the City of Menlo Park Safe Routes to School program encourages children to bicycle and walk to school to develop life-long skills and independence in their community; and

**WHEREAS**, the County of San Mateo will participate in its second annual countywide Ruby Bridges Walk to School Day, partnering with local schools and the community in promoting walking to school and inclusive communities.

**NOW THEREFORE, BE IT PROCLAIMED** that I, Cecilia Taylor, Mayor of the City of Menlo Park, on behalf of the City Council, do hereby proclaim November 18, 2020 as Ruby Bridges Walk to School Day in the City of Menlo Park.

DocuSigned by:  
  
4A373FCC54BE48A  
Cecilia Taylor, Mayor  
November 2020

## **Agenda Item I3**

**Jim Lewis**

**Page 1 of 2**

Honorable Mayor Taylor and Council Members:

While I support the Sister City Program, I'd like to suggest that you consider several topics in making your decision tonight.

### **1. HISTORICAL ASSOCIATION**

Did you run this by the Historical Association first? In 2012, the Historical Association, a 501(c)3 non-profit corporation with an active eleven member Board of Directors did the heavy lifting in starting this program. It's an insult not to have asked for their opinion, as they may had wanted to bid to oversee the continuation of this important program. Afterall, it was through their efforts that the MENLO GATES were built and a MENLO SISTERS website was built and maintained.

### **2. SISTER CITY AND FRIENDSHIP AGREEMENTS**

Has there been a legal analysis of duties and responsibilities under the contractually agreed upon Agreements with the cities in Ireland, China, Japan and India? Are you violating any clauses? Will the Agreements need to be amended? Should the courtesy of informing the four cities of this intention occur first, versus simply announcing afterwards that you have unilaterally changed the structure of the program?

### **3. PARKS, RECREATION AND LIBRARY COMMISSIONS**

Should this proposal have been run by any of the City Commissions first? For instance, Chair George Yang appeared before the Library Commission with a proposal? It may become a surprise to many that the Sister City Committee has been DISSOLVED, thus potentially pulling the rug out from under them- with no notice.

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### 4. PREMATURE DISSOLUTION

Five of the seven appointed members of the Sister City Committees terms of office ENDED on October 1, 2020 and the remaining two Council Members term on this Committee ends December 22, 2020. With no one left on the Committee, who will guide the process into a newly formed organization? There may be a VOID. Who will be RESPONSIBLE in the interim? Should the Committee continue until such time as the new group is up and running?

Several years ago the City Council terminated the Menlo Park Art Commission. It has never come back. Despite efforts otherwise, the program has remained DORMANT. Thus keeping the existing Committee going until such time as the new group is formed, and up and running, actively and successfully may be advisable.

### 5. ACTIFACTS

Since the program began in 2013, many artifacts have been obtained. This has been from BOTH gifts from dignataries visiting Menlo Park and from Menlo Park dignataries visiting foreign countries. The Staff Report makes no mention on what is to become of these items. They consist of a variety of valued items.

### 6. CONSENT CALENDAR

It's difficult to understand why you have chosen to place this on the Consent Calendar vs. as a Regular Business item. It's like the topic is being ram rodded through, with little notice or respect to many persons that have been supportive of the program. This topic needs to be vetted out more fully. There are pros and cons to every decision. Stake holders should have an opportunity to share their thoughts.

For this and a host of similar reasons, I urge the Council to CONTINUE this topic so that a broader spectrum of issues can be addressed. Thank you for your consideration.



**Agenda Item J1**  
**Elyse Stein, Resident**

Council members,

It's nice to hear/see you all and we're pleased to be representing the Menlo Park Library Foundation. As you know, the Foundation is a small group of volunteers who drives the fundraising efforts for capital campaigns. In the last few months, we have supported several library programs: a Youth Poster Exhibition; a Books By Mail service in partnership with Friends of the MP Library and Kepler's Books; and the Seed Lending Library.

We are now preparing for a major fundraising effort to support Library needs in the Menlo Park Community Campus. We began our preparations early in 2019, before the Facebook offer was made. We want to bring to the community an effective, productive, professional campaign that aligns with the community. In May, our external consultants completed a Capital Campaign Feasibility Study. The research was completed through individual interviews with community members and conversations with representatives from the Silicon Valley Community Foundation. We suspended the Study because of Covid, but fortunately, the consultants had already compiled enough data to provide a substantive report.

The feasibility study determined that we could raise between \$2- \$3 million in a capital campaign. The campaign includes 3 phases: (1) Leadership and major gifts; (2) Institutional Support and (3) a Community campaign. Engaging the community is a critical part of this campaign, to build community pride and ownership.

The Foundation is ready to move forward in concert with the City Council's timeline. The ideal time to kick off the Campaign is when there are approved drawings to take to potential donors. We anticipate sometime in Jan. of 2021.

We look forward to the future with excitement.

Elyse Stein, President, Menlo Park Library Foundation  
Monica Corman, Past President, Menlo Park Library Foundation  
Lynne Fovinci, Treasurer, Menlo Park Library Foundation.

## **Agenda Item J1**

### **Janelle London**

Honorable mayor and Commissioners. This is Janelle London vice-chair of the Environmental Quality commission today. I speak on behalf of the eqc regarding item J to this is to urge you to approve the \$155,000 to analyze options for adding EV charging in existing multi-family units off the city must figure out a way to meet this challenge in order to reach its twenty Thirty goal of carbon neutrality moreover adding EV charging in apartments is key to an equitable transition away from gasoline. We will have extensive financial support \$100,000 and partnership from Peninsula clean energy in this endeavor as well as access to their \$24 in incentives for adding charging infrastructure. The gain is enormous and the price tag is cheap for what will be getting for the price of a few consultants for a limited time. We will gain expert advice dead. On the most effective efficient and viable options for achieving sufficient EV charging for multi-unit dwellings to prepare for a gasoline free future. The climate crisis is not waiting making a small pack now will be much cheaper and smoother than waiting until we are faced with the ravages of a warming planet or are forced to take emergency action under a state or federal mandate, which may be unfunded in conclusion. I hope you approve this important budget item. Thank you for your continued leadership on climate change.



# CITY COUNCIL MEETING

New Menlo Park community campus project





# AGENDA ITEM

Council direction on the following:

- Funding sources and strategy for City requested work
- Interim services plan





## MILESTONES TO DATE

- **October 2019:** Facebook announced offer
- **December 2019:** Facebook submitted offer letter
- **January 28:** Council approved Resolution of Intent
- **January 11 and February 9:** Community meetings
- **February 25:** Council direction on interim services
- **April 7:** Council re-affirmed project as a top priority
- **April 21:** Council expressed support for draft plan for interim services
- **July 28:** Council approved funding for base level project
- **September 15:** Council approved term sheet and schedule
- **October 13:** Council identified City requested work
- **Council subcommittee meetings**

## CITY REQUESTED WORK





## CITY REQUESTED WORK

1. New swimming pool: \$7.400 million
2. Red Cross evacuation center: \$0.750 million
3. Emergency backup power (diesel generator): \$0.150 million
4. Solar carports: \$0.750 – \$1.500 million
5. LEED platinum upgrade plus additional rooftop solar: \$0.350 – \$0.600 million
6. Renewable energy microgrid (battery backup): \$0.600 – \$1.200 million
7. Building deconstruction versus demolition: \$0.400 million
8. Water main replacement: \$0.800 million (already funded)
9. Recycled water connection from Chilco Street: \$0.414 million
10. Utility undergrounding: \$0.250 million

**Total additional funding required excluding solar and microgrid: \$9.714 M**



## POTENTIAL FUNDING SOURCES

- Measure T recreation bonds
- General fund reserves
- Capital improvement program funds
- Community amenities associated with development projects
- Donations
- Grants
- *Power Purchase Agreement*





Completed Measure T Projects	
Menlo Children's Center	\$1,279,000
Burgess Park	3,327,000
Oak Knoll School	195,000
Nealon Park	1,427,000
Encinal School	28,000
Tinker Park	59,000
La Entrada School	273,000
Fremont Park	80,000
Stanford Hills Park	231,000
Burgess Pool and Pool House	6,559,000
Sharon Park	107,000
Sharon Hills Park	58,000
Arrillaga Family Recreation Center	1,464,000
Arrillaga Family Gymnasium	6,950,000
Arrillaga Family Gymnastics Center	3,032,000
Other Park and Facility Improvements	185,000
<b>Total Estimate</b>	<b>\$25,254,000</b>



## POTENTIAL FUNDING STRATEGY

Power Purchase Agreement for solar, microgrid and EV chargers

Total remaining \$9.8 million

- Tier 1 – Grants, donations and community amenities: \$1 million
- Tier 2 – General fund unassigned fund balance: \$2 million
- Tier 3 – Measure T general obligation bonds: \$6.8 million



## UPCOMING PROJECT REVIEW MEETINGS

- **November 10:** City Council budget amendment (Agenda Item J2)
- **December 7 or 14:** Planning Commission public hearing for recommendation
- ***December 8:*** *City Council authorization to terminate existing power purchase agreement*
- **January 12, 2021:** City Council public hearing on CEQA determination, project, and construction agreement plus final commitment of remaining funding for City requested work



## CONSTRUCTION SCHEDULE

- **June 2021:** Facility closures
- **July to August 2021:** Remediation and demolition
- **Spring 2023:** Facilities re-opening



## INTERIM SERVICES

- Senior services
  - Arrillaga Family Recreation Center
- Recreation classes
  - Enhanced transportation to Burgess Campus
- After school child care
  - Portables at Kelly Park parking lot



## RECOMMENDATION

Confirm the following for the Menlo Park community campus (MPCC) project:

- Funding sources and strategy for the City requested work comprised of three tiers (as described in the staff report) and totaling \$9.8 million.
- Interim services plan during construction of the new building (as outlined in the staff report), including an increase of the city manager contracting authority to \$250,000 for the after school program portables and \$125,000 for the associated site work.



**THANK YOU**



# FISCAL YEAR 2020-21 BUDGET AMENDMENTS

November 10, 2020





## REQUESTED ACTION

- Consider amending the fiscal year 2020-21 budget
  - \$17.37 million revenues across all funds
  - \$16.40 million expenditures across all funds
  - Includes transfers between funds
  - Includes 9.25 FTE staff position requests
  - Addresses City Council priorities, work plan items, and department requests
- Consider amending the salary schedule
  - Adjusts two position titles
  - Incorporates flexibly staffed positions to promote advancement
  - No FTE changes from this action



# AGENDA

- City council priorities and work plan amendments
- Department requested amendments
- Non-departmental amendments
- Salary schedule amendments
- Clarifying questions from City Council
- Public comment
- City Council deliberations and direction



# CITY COUNCIL PRIORITIES AND WORK PLAN





# PRIORITY PROJECTS (ATTACHMENT B)

Ref #	Project	Fund	Amount \$million	FTEs
2	2022 Housing Element	General Capital	\$1.69	2.0
3	Menlo Park Community Campus	MPCC	9.80	-
4	COVID-19 pandemic local emergency			
	City Buildings and facilities adaptations	General Capital	0.12	-
	Outdoor dining grant program	General Fund	0.10	-
	Water and solid waste rate assistance	General Fund	0.15	-
5	IT Master plan implementation – website	General Capital	0.10	-
	<b>Subtotal</b>		<b>\$11.96</b>	<b>2.0</b>



# IDENTIFIED WORK PLAN PROJECTS (ATTACHMENT C)

Ref #	Project	Fund	Amount \$million	FTEs
9	Accessory dwelling unit ordinance	General Fund	\$0.05	0.50
10	Community amenities list update	General Fund	0.02	0.25
11	ECR/Downtown specific plan housing	General Fund	0.05	0.25
12	Development and EIR education series	General Fund	0.02	0.25
13	Economic development initiatives	General Fund	0.01	-
15	Climate Action Plan Implementation	General Fund	0.16	-
16	Race, Equity, And Leadership program	General Fund	0.08	-
19	Ravenswood grade separation study	General Fund	0.09	1.00
22	Middle Avenue traffic calming project	General Fund	0.13	1.00
	<b>Subtotal</b>		<b>\$0.68</b>	<b>3.25</b>



# DEPARTMENT AND NON-DEPARTMENTAL REQUESTS





# DEPARTMENT REQUESTS (ATTACHMENT D)

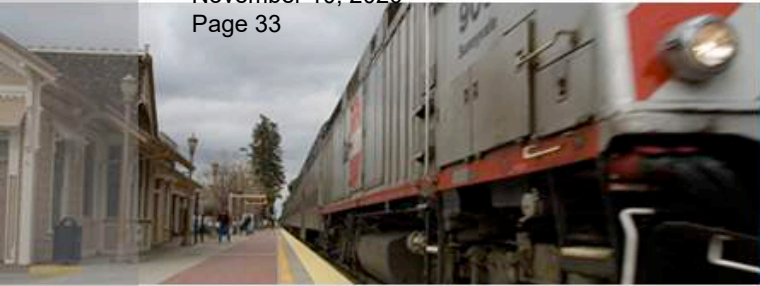
Request	Fund	Amount \$ millions	FTEs
Update police equipment	General Fund	\$0.09	-
Restore Community Service Officer position	General Fund	0.05	1
Restore police traffic unit	General Fund	0.16	2
Below market rate (BMR) housing administration services	BMR Fund	0.08	-
Process improvement initiatives	General Fund	0.16	1
Building permit process improvement	General Fund	0.06	-
<b>Subtotal</b>		<b>\$0.54</b>	<b>4</b>



# NON-DEPARTMENTAL AMENDMENTS (ATTACHMENT E)

Request	Fund	Revenue \$ millions	Expenditure \$ millions
Property taxes	General Fund	\$2.77	-
Sales taxes	General Fund	0.48	-
CARES Act reimbursement	General Fund	0.44	-
Unanticipated personnel savings	General Fund	-	(0.36)
Use of assigned fund balance, transfers out	General Fund	2.00	3.56
Transfers in	General Capital	1.58	-
<b>Subtotal</b>		<b>\$7.26</b>	<b>\$3.21</b>





# SUMMARY OF REQUESTS

Request	Revenue \$ millions	Expenditure \$ millions	FTEs
City Council priority items	\$9.95	\$11.96	2
Identified work plan items	0.16	0.68	3.25
Department requests	-	0.54	4
Non-departmental requests	7.26	3.21	0
<b>Total</b>	<b>\$17.37</b>	<b>\$16.40</b>	<b>9.25</b>

Fund	Revenue	Expenditure	Net change
General Fund	\$5.85	\$4.79	\$1.06
Menlo Park Community Campus	9.80	9.8	-
Below Market Rate Housing	-	0.08	(\$0.08)
General Capital Improvement Plan	1.73	1.73	-
<b>Total</b>	<b>\$17.37</b>	<b>\$16.40</b>	<b>\$0.98</b>



# SALARY SCHEDULE



# SALARY SCHEDULE (ATTACHMENT F)

Classification	Annual max	Notes
Chief Water Operator <del>Water System Supervisor</del>	\$115,975	Title change; no salary change
City Arborist <del>Public Works Supervisor – City Arborist</del>	\$120,311	Title change; no salary change
Building Inspector I/II/Sr	\$115,925	Add level I; flexible staffing
Construction Inspector I/II/Sr	\$120,574	New flexible staffing series
Human Resources Technician I/II/Sr	\$99,088	New flexible staffing series
Transportation Planner Asst./Assoc./Sr.	\$131,384	New flexible staffing series



## REQUESTED ACTION

- Consider amending the fiscal year 2020-21 budget
  - \$17.37 million revenues across all funds
  - \$16.40 million expenditures across all funds
- Consider amending the salary schedule



**THANK YOU**