



REGULAR MEETING AGENDA

Date: 4/27/2021
Time: 5:00 p.m.
Location: [Zoom.us/join](#) – ID# 943 7057 8772 (Closed Session)
[Zoom.us/join](#) – ID# 998 8073 4930 (Regular Session)

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 **regular meeting**
 - Submit a written comment online up to 1-hour before the meeting start time:
menlopark.org/publiccommentApril27 *
 - Access the meeting real-time online at:
[Zoom.us/join](#) – Meeting ID 998 8073 4930
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 998 8073 4930
Press *9 to raise hand to speak

*Written public comments are accepted up to 1-hour before the meeting start time. Written messages are provided to the City Council at the appropriate time in their meeting.

- Watch 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.

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According to City Council policy, all 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 ([Zoom.us/join](https://zoom.us/join) – ID# 943 7057 8772)

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A. Call To Order

B. Roll Call

C. Closed Session

- C1. Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding labor negotiations with the American Federation of State, County, and Municipal Employees Local 829 (AFSCME) and Confidential employees; Service Employees International Union Local 521 (SEIU); Menlo Park Police Sergeants Association (PSA); Menlo Park Police Officers' Association (POA); and unrepresented management

Attendees: City Manager Starla Jerome-Robinson, Assistant City Manager Nick Pegueros, City Attorney Nira F. Doherty, Human Resources Director Theresa DellaSanta

D. Adjournment

Regular Session ([Zoom.us/join](https://zoom.us/join) – ID# 998 8073 4930)

E. Call To Order

F. Roll Call

G. Report from Closed Session

H. Presentations and Proclamations

- H1. Midpeninsula Regional Open Space District-activities update ([Presentation](#))

I. Public Comment

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under public comment other than to provide general information.

[Web form public comment received on item I.](#)

J. Consent Calendar

- J1. Accept the City Council meeting minutes for April 6 and April 13, 2021 ([Attachment](#))
- J2. Receive and file the investment portfolio review as of March 31, 2021 ([Staff Report #21-087-CC](#))
- J3. Authorize the city manager to enter into a five-year contract with OpenCities for an amount not to exceed \$150,000 for website design and hosting services ([Staff Report #21-092-CC](#))
- J4. Award a construction contract to Gruendl Inc. DBA Ray’s Electric, for the Ravenswood Avenue-Laurel Street intersection improvement project ([Staff Report #21-088-CC](#))
- J5. Authorize the city manager to enter into agreements with Chrisp Company and Quality Striping Inc. for the annual citywide street signage and striping program and authorize the city manager the option to extend the agreements for up to two additional years ([Staff Report #21-089-CC](#))
- J6. Adopt Resolution No. 6622 approving the Menlo Park advisory bodies real property reporting form and requiring certain advisory bodies of the City of Menlo Park to submit said form on an annual basis ([Staff Report #21-093-CC](#))
- J7. Authorize the formation of the Community Engagement and Outreach Committee for the housing element update project ([Staff Report #21-094-CC](#))

Recess

K. Regular Business

- K1. Proposed phase-in sequence for safely and sustainably expanding public access to facilities and services ([Staff Report #21-090-CC](#)) ([Presentation](#))

[Web form public comment received on item K1.](#)

- K2. Approve the creation of a new fund for one-time revenue, amend the fiscal year 2020-21 budget, and approve direction for development of the fiscal year 2021-22 budget ([Staff Report #21-091-CC](#))

L. Informational Items

- L1. City Council agenda topics: May 2021 ([Staff Report #21-086-CC](#))

L2. Rate assistance program update ([Staff Report #21-095-CC](#))

M. City Manager's Report

N. City Councilmember Reports

O. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Council on any item listed on the agenda at a time designated by the chair, either before or during the City Council's consideration of the item.

At every special meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 4/22/2021)



MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

District Introduction and Update

Karen Holman, Board Member, Ward 5
Zoe Kersteen-Tucker, Board Member, Ward 7

April 27, 2021



Midpen Mission(s)



“To acquire a regional greenbelt of open space land in perpetuity, protect and restore the natural environment, and provide opportunities for ecologically sensitive public enjoyment and education.”

San Mateo County Coastside Mission (2004):

“To acquire and preserve in perpetuity open space land and agricultural land of regional significance, protect and restore the natural environment, preserve rural character, encourage viable agricultural use of land resources, and provide opportunities for ecologically sensitive public enjoyment and education.”



About Midpen

- Public agency, created in 1972 by a grassroots voter initiative
- 770,000 constituents (2018)
- Elected board: seven directors
- Funded primarily through property tax
- 26 Preserves in Santa Clara, San Mateo and Santa Cruz counties
- Preserved more than 65,000 acres, 240+ miles of trails
- Preserves are free and open to the public
- Main office in Los Altos + field offices
- 180 employees, ~1000 volunteers
- \$300 million voter-approved general obligation bond passed in 2014 to support public priorities





Midpen Jurisdiction and Open Space Preserves



#	Preserves
1	Bear Creek Redwoods Opening in 2019
2	Coal Creek
3	El Corte de Madera Creek
4	El Sereno
5	Foothills
6	Fremont Older
7	La Honda Creek
8	Long Ridge
9	Los Trancos
10	Miramontes Ridge
11	Monte Bello
12	Picchetti Ranch
13	Pulgas Ridge
14	Purissima Creek Redwoods
15	Rancho San Antonio
16	Ravenswood
17	Russian Ridge
18	Saratoga Gap
19	Sierra Azul
20	Skyline Ridge
21	St. Joseph's Hill
22	Stevens Creek Shoreline Nature Study Area
23	Teague Hill
24	Thornewood
25	Tunitas Creek
26	Windy Hill



Monte Bello Open Space Preserve





Russian Ridge Open Space Preserve





Windy Hill Open Space Preserve





What's New(t)? – Project Updates





Ravenswood Bay Trail





Ravenswood Bay Trail





Ravenswood Bay Trail





Bay to Sea Trail Conceptual Route



Bay to Sea Trail

TRAIL ROUTES	PROTECTED LANDS
Conceptual Bay to Sea Trail	Open Access Parks and Open Space
Generalized Regional Trails (Trail routes are conceptual, incomplete and contain gaps)	Restricted or No Access

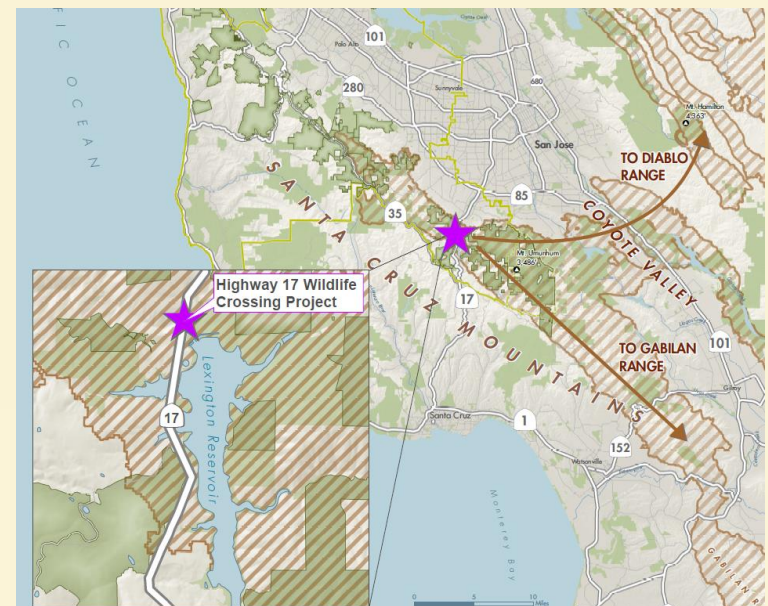
0 0.75 1.5 Miles

Map produced by GreenInfo Network | May 2019

Map courtesy of POST

Goals:

- Link over 30,000 acres of habitat and protected public lands
 - Identified state critical habitat linkage
- Improve motorist safety. Maintain healthy wildlife populations.
 - Improve Santa Cruz Mountains mountain lion genetic diversity
- Provide for safe movement of wildlife and recreational trail users across Highway 17.
- Connect over 50 miles of existing regional trails (Bay Area Ridge Trail)





Wildland Fire Resiliency Program



CZU Lightning Complex Fire, 2020

Photo: Brad Pennington





Thank You! Questions?

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Agenda item 1
Jay Siegel, Resident

My name is Jay Siegel and I'm a resident of Menlo Park and I'm commenting on the proposed 3-tier water rates you will be voting on in two weeks. The rates are based on three tiers of household water consumption. Unfortunately, there is a serious flaw in the rates' development for multi-family residences – they are based on meters, not family usage. The analysis treats the single meters as if they served just one family and thus puts those meter's water consumption in tier 3, the highest priced tier, regardless of the actual multi-families' water tier consumption behind those single meters.

Interestingly, the consultants delivering the Final Study seem to anticipate issues like this, I quote from the study, "Practical considerations sometimes modify rate adjustments by considering additional factors such as bill impacts, existing contracts, and historical local policies and practices."

The historical policies and practices are very relevant here. A large number of the current apartments and condominiums were built in the 50's, 60's and early 70's with only a single meter, when water was much more plentiful and less expensive. It is this historical legacy that is distorting today's tier analysis of water rates. It seems to me that if the multi-family residences' water rate was adjusted, in recognition of their historical legacy, to be the rate for tier 2 (in essence, charged a flat, single rate which happens to be the overall rate), while not perfect, would achieve a better balance of fairness for all families in the water district.

It has been said that the higher rate charged to multi-family residences balances their lower fixed costs. There are two issues with this view. First, the fixed costs actually paid by multi-family residences is significant as they need to put in place and maintain the physical distribution of water from the single meter to each family in the complex. The water district benefits from this by having to supply water to just the single meter and not all the families behind it. Secondly, this statement admits that we are being over charged for our variable consumption of water which violates Prop 218.

In the event of a serious drought, under the proposed rates, multi-family residences would face a crippling and almost inhuman required reduction in consumption. In a stage 3 drought, we would be required to reduce consumption by 40.3% while single families would be required to reduce consumption by only up to 5.5%. Do the council members really think this is equitable and fair?

Agenda item 1

Anders Frisk, Resident

Discrimination of multi-family housing residents

April 26, 2021
Anders Frisk

I have learned that the city staff argue that the proposed water rates and policies are fair. I strongly disagree and argue that Menlo Park's proposed water rates are discriminatory and unfair to residents in multi-family housing.

The city staff stated arguments are:

"Multi-family customers are not penalized since the total costs take into account both the variable consumption and the fixed costs, and multi-family has lower fixed costs, which balance the impacts."

"The drought figures from Table 3-12 are for the city to understand the lost revenue during a drought, but that actual costs will not impact multi-family in an unfair manner.?"

First of all. To justify that multi-family housing families should be satisfied with paying 70% more for a gallon of water because their water meter fee per family is lower is a very contrived argument. The per family water meter fee is lower because the cost for providing service through one meter is much lower. Quote from the rate study: "The monthly meter charge recovers costs associated with meter maintenance and services, meter reading, customer billing, and maintenance and capacity costs associated with public fire protection regardless of the level of water consumed."

There are many other costs that are also lower when you live in a multi-family housing and none of them justify that families there should be charged higher water rates. It is generally expected that stores don't adjust prices based on the customer's gender or skin color, nor should it be accepted that prices are based on what kind of house they live in.

Regarding water use and drought mitigation.

The water rate study states that the intention of the tier system is to reduce water consumption. "The advantage of an inclining tier structure is that it sends a water conservation signal that inefficient water consumption is discouraged." Most readers will understand this to mean that tier 3 water consumption is "inefficient". This is quite offensive to a multi-family housing resident.

The fact is that families in multi-family housing are already consuming far less water than a typical family in a single-family house. In the complex where I live, each family was using on average 6.1 ccf per month during 2020. 95% of this volume would be charged at tier 3. Compare this with the average single-family home family, who consumes 12 ccf per month with 50% charged at tier 1 and 50% charged at tier 2.

Does anyone really believe that the single-family home family would use MORE water if they were charged the same, higher, rate as the family in the multi-family housing are charged?!

I believe that most people DON'T think about the cost before flushing the toilet (proposed rates: \$0.0114 in a single-family house or \$0.0175 in an apartment). However I believe there are some people that think about the impact on society and environment and flush less often.

Water consumption is much more a matter of social mindset. Are you prepared to conserve water so that everyone has water for tomorrow or do you use it without considering the environmental and social impacts?

In my opinion, the entire water rate study is written with a focus on single-family house residential use and multi-family residential use is almost ignored. The study reflects an "Us and Them" thinking that is very damaging for society.

The study specifies how much water consumption is expected to be reduced in a drought situation. Tier 1 consumption is barely expected to be reduced regardless of drought stage (0.5% to 5% reduction), while tier 3 consumption is expected to be reduced by 13% to 80%. To paraphrase "We will be OK. They should stop wasting".

There is no plan for how much water each person or family will be entitled to in a severe shortage. Nor is there any specific plan for how the reduction will be accomplished. The only plan is to raise the water rate, however families in single-family homes will still pay less for the first 6 ccf.

No matter how you read it, there is no mention of whether all residents have a right to some baseline of water regardless of drought or not. On the contrary, there are plenty of indications that tier 3 water is viewed as excessive and inefficient use of water.

The current water rate proposal is both incomplete and very unfair.

I request that the city council adopt interim water rates for next year and begin the process of developing a completely new rate and drought plan that treats all residents equally starting in 2023. Again, it is imperative that the city of Menlo Park will respect the equal access to water for all residents at all times (drought or not).

Respectfully Anders Frisk



SPECIAL MEETING MINUTE – DRAFT

Date: 4/6/2021
Time: 6:00 p.m.
Location: Zoom

Closed Session (Zoom.us/join – ID# 919 4702 7409)

A. Call To Order

Mayor Combs called the meeting to order at 6:07 p.m.

B. Roll Call

Present: Combs, Mueller, Nash, Taylor, Wolosin
Absent: None
Staff: City Manager Starla Jerome-Robinson, Assistant City Manager Nick Pegueros, City Attorney Nira F. Doherty, Assistant City Attorney Nick Muscolino, City Clerk Judi A. Herren (exited the meeting at 6:13 p.m.), Public Works Director Nikki Nagaya, Assistant Public Works Director Chris Lamm

C. Closed Session

- Kelsey Banes spoke in support of sidewalks.
- Adina Levin provided clarification on California Environmental Quality Act (CEQA) and Senate Bills related to sidewalk projects.

C1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Case number: 21-CIV-01717

No reportable actions.

D. Adjournment

Mayor Combs adjourned the meeting at 7:03 p.m.

Regular Session (Zoom.us/join – ID# 949 9073 4521)

E. Call To Order

Mayor Combs called the meeting to order at 7:15 p.m.

F. Roll Call

Present: Combs, Mueller, Nash, Taylor, Wolosin
Absent: None
Staff: City Manager Starla Jerome-Robinson, City Attorney Nira F. Doherty, City Clerk Judi A. Herren

G. Report from Closed Session

None.

H. Regular Business

H1. Review 2030 climate action plan progress for goals No. 1 through No. 6 and provide direction to staff for 2021 implementation (Staff Report #21-064-CC) (Presentation) – continued from March 23, 2021

Web form public comment on item H1.

Sustainability Manager Rebecca Lucky made the presentation (Attachment).

- Adina Levin spoke in support of the climate action plan (CAP) goal No. 4 running concurrently with the transportation master plan (TMP) implementation.
- Lynne Bramlett provided information on FEMA (Federal Emergency Management Agency) grants for climate actions and the impacts of the CAP to District 1.
- Dashieel Leeds spoke in support of the CAP.
- Diane Bailey spoke in support of the CAP.

The City Council discussed the following related to CAP goal No. 1; preference for ordinance adoption by June 2022, the permitting process, public outreach plan, education, and feedback, a possible ballot measure, impacts to preexisting construction, and incentivizing opposed to requiring/prohibiting.

ACTION: Motion and second (Nash/ Wolosin) to approve CAP goal No. 1 as recommended in the next steps of the staff report with the addition of including a target ordinance adoption by June 2022 and direct staff to review the building permitting process, passed 3-2 (Combs and Mueller dissenting) (Attachment).

ACTION: Motion and second (Nash/ Combs) to approve CAP goal No. 2 proposed recommended next steps, passed unanimously (Attachment).

The City Council discussed and received clarification on the following related to CAP goal No. 3; retaining EV (electric vehicle) goal by August 31 and to utilize City contact information through business licensing and encourage owners to install EV chargers, allocating CAP funds to a grant for multi-unit properties to install EV charging infrastructure in addition to Peninsula Clean Energy (PCE) grants and discussing with PCE the ability to assist the City with grant distribution, and documenting the process as a case study for other property owners.

ACTION: Motion and second (Nash/ Wolosin) to approve CAP goal No. 3 proposed recommended next steps and allocate up to \$10,000 of CAP funds as a grant for multi-unit properties related to the installation of EV charging infrastructure, passed unanimously.

ACTION: Motion and second (Wolosin/ Combs) to approve CAP goal No. 4 proposed recommended next steps and direct professional staff to work with the Complete Streets Commission (CSC) in creating the vehicle miles traveled (VMT) target reduction for their 2022 work plan dependent upon staff resourcing to support this effort, and provided it does not impact delivery of capital projects planned for the same timeframe, passed unanimously.

City Council discussed and received clarification on the following related to CAP goal No. 5; City operated gas powered leaf blowers transitioning to electric, inventory or tracking report of City gas or fossil fuel powered vehicles and assets replacement(s), following County's progress on climate action, and contracted landscape services compared to City maintenance landscape services.

ACTION: Motion and second (Wolosin/ Combs) approve CAP No. 5 proposed recommended next steps, direct staff to compile an inventory or tracking report of City gas or fossil fuel powered vehicles and assets replacement(s) through the upcoming Corporation Yard Master Plan and Facilities Maintenance Master Plan in the Capital Improvement Plan, and future maintenance service contractor bids to include electric powered equipment, passed unanimously.

City Council discussed and received clarification on the following related to CAP goal No. 6; inclusion of sea level and flooding rise impacts to District 1 and District 1 climate adaptation plan included in the CAP, Menlo Park SAFER Bay lead on FEMA grant, 2021 Menlo Park Preparedness Report, and the Building Resilient Infrastructures and Communities (BRIC) grant assistance to the levies.

ACTION: Motion and second (Mueller/ Taylor) to approve CAP No. 6 proposed recommended next steps and direct staff to return with a study session by September 2021 on a Citywide hazard mitigation plan, passed unanimously.

Vice Mayor Nash and City Councilmember Wolosin made a presentation (Attachment).

The City Council discussed educating the public on the CAP, distributing media and outreach to the stakeholders, measuring metrics, and increasing CAP staffing capacity.

ACTION: By acclamation, the City Council extended the meeting past 11 p.m.

H2. Direction on cost recovery policy (City Council Procedure #CC-10-001), library overdue fines and recreation user fees (Staff Report #21-050-CC) (Presentation) – continued from March 9, 2021 continued from March 23, 2021

The City Council continued this item to a future agenda.

H3. Approve criteria to guide facility reopening, service restoration, and reactivation of programs and events (Staff Report #21-069-CC)

The City Council continued this item to a future agenda.

H4. Approve additional \$40,000 appropriations for the temporary outdoor dining grant program (Staff Report #21-053-CC) – continued and updated from March 9, 2021 continued and updated from March 23, 2021

The City Council received clarification on pre-approved businesses having provided all required documents.

ACTION: Motion and second (Mueller/ Nash) to approve additional \$40,000 appropriations for the temporary outdoor dining grant program and allow the two late submissions, passed unanimously.

- H5. Approve framework for use of American Rescue Plan Act funds (Staff Report #21-070-CC) – continued and updated from March 23, 2021

Web form public comment on item H5.

The City Council continued this item to a future agenda.

I. Informational Items

- I1. City Council agenda topics: April 2021 (Staff Report #21-057-CC) – continued from March 23, 2021

J. City Manager's Report

None.

K. City Councilmember Reports

City Councilmember Wolosin reported out on the CalTrain Local Policy Maker group meetings.

Vice Mayor Nash reports out on an informal meeting with City Councilmember Wolosin and Tim Sheeper related to pool times, a PCE meeting, and a Community Amenities subcommittee meeting. Vice Mayor Nash also announced that City Councilmember Wolosin is replacing City Councilmember Mueller on the CAP subcommittee.

City Councilmember Mueller reported out on Bay Area Water Supply and Conservation Agency (BAWSCA) board meeting.

Mayor Combs reported out on the Menlo Park virtual Easter egg hunt.

City Councilmember Taylor reported out on the Community Amenities subcommittee meeting.

L. Adjournment

Mayor Combs adjourned the meeting at 11:09 p.m.

Judi A. Herren, City Clerk

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

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REGULAR MEETING MINUTES – DRAFT

Date: 4/13/2021
Time: 5:00 p.m.
Location: Zoom

Closed Session (Zoom.us/join – ID# 999 7836 0656)

A. Call To Order

Mayor Combs called the meeting to order at 5:06 p.m.

B. Roll Call

Present: Combs, Mueller, Nash, Taylor, Wolosin
Absent: None
Staff: City Manager Starla Jerome-Robinson, Assistant City Manager Nick Pegueros, City Attorney Nira F. Doherty, City Clerk Judi A. Herren (exited the meeting at 5:07 p.m.), Legal Counsel Nick Flegel, Legal Counsel Charles Sakai

C. Closed Session

- C1. Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding labor negotiations with the American Federation of State, County, and Municipal Employees Local 829 (AFSCME) and Confidential employees; Service Employees International Union Local 521 (SEIU); Menlo Park Police Sergeants Association (PSA); Menlo Park Police Officers’ Association (POA); and unrepresented management

Attendees: City Manager Starla Jerome-Robinson, Assistant City Manager Nick Pegueros, City Attorney Nira F. Doherty, Human Resources Director Theresa DellaSanta

No reportable actions.

- C2. Conference with city attorney – anticipated litigation
Claimant: Hardeep Singh Aulakh
Claimant: The Pierce Survivor’s Trust
Authority: Government Code Section 54956.9(e)(3)

No reportable actions.

D. Adjournment

Mayor Combs adjourned the meeting at 5:38 p.m.

Regular Session (Zoom.us/join – ID# 949 9073 4521)

E. Call To Order

Mayor Combs called the meeting to order at 5:51 p.m.

F. Roll Call

Present: Combs, Mueller, Nash, Taylor, Wolosin
Absent: None
Staff: City Manager Starla Jerome-Robinson, City Attorney Nira F. Doherty, City Clerk Judi A. Herren

G. Study Session

- G1. Direction on the draft 2021 urban water management plan and draft water shortage contingency plan (Staff Report #21-071-CC) (Presentation)

Web form public comment received on item G1.

Assistant Public Works Director Chris Lamm and Bay Area Water Supply and Conservation Agency (BAWSCA) CEO/General Manager Nicole Sandkulla, EKI Environment & Water, Inc. Vice President Anona Dutton, and EKI Environment & Water, Inc. Project Manager Tina Wong made the presentation (Attachment).

- Peter Drekmeier provided clarification on design drought.

The City Council discussed well opportunities with the Menlo Park Fire Protection District construction and California Environmental Quality Act (CEQA) concerns related to “sprawl”. The City Council received clarification on consolidated lawsuits related to the proposed Bay Delta plan and Menlo Park’s stance, tracking development and population increases compared to the current general plan, water conservation efforts with drought cutbacks, Bay Delta plan implementation, regulations related to the urban water management plan, Palo Alto’s City Council adopted urban water management plan, and the proposed nine scenarios.

The City Council directed staff to include the report with the Bay Delta plan and use drought cutback amounts, prioritizing communities of concern, and to include obligations of the water wholesaler.

The City Council took a recess at 7:24 p.m.

The City Council reconvened at 7:50 p.m.

H. Report from Closed Session

None.

I. Public Comment

Web form public comment received on item I.

- Jay spoke in opposition of the proposed water rate increases to multi-family units.

J. Consent Calendar

- J1. Accept the City Council meeting minutes for March 16, 22, and 23, 2021 (Attachment)

- J2. Receive and file City Council and advisory body annual attendance report for March 2020 – February 2021 (Staff Report #21-068-CC)

Web form public comment received on item J2.

- J3. Extend terms of various advisory bodies, extend recruitment application deadline, and postpone interviews and appointments of various advisory bodies (Staff Report #21-075-CC)

Web form public comment received on item J3.

- J4. Approve City Council Policy #CC-21-022 amending the City Council approved “Anti-Harassment and Non-Discrimination Policy”; City Council Policy #CC-21-023 establishing an “Anti-Bullying Policy” (Staff Report #21-076-CC)

ACTION: Motion and second (Taylor/ Wolosin) to approve the consent calendar, passed unanimously.

K. Regular Business

Staff requested that items K1. and K2. be combined.

- K1. Authorize the city manager to address immediate and critical staffing needs for child care program supervision (Staff Report #21-073-CC) (Presentation)

Web form public comment received on item K1.

- K2. Adopt Resolution No. 6620 to approve amendments to the salary schedule as of April 13, 2021 (Staff Report #21-077-CC)

Web form public comment received on item K2.

Library and Community Services Director Sean Reinhart made the presentation (Attachment).

- Katie Behroozi requested clarification on goals related to police department positions.
- Adina Levin requested clarification on proposed police department positions.
- Kevin Gallagher requested an assessment of police department positions.
- Pamela Jones spoke in support of a citizens’ oversight board.
- Heather Hopkins provided information related to child care State licensing.

The City Council discussed specified positions dedicated to child care only, unfreezing two frozen positions opposed to adding three new positions, two supervisor positions dedicated to operating the child care, and deferring the manager position to future consideration. The City Council received clarification on the positions being requested. City Council inquired about the plan to fill the recently vacated assistant community services director position with an interim assistant director, impact of the interim assignment on staff morale, child care teacher salaries, future needs of the Menlo Park Community Campus (MPCC), and the need for the three proposed positions.

The City Council discussed deferring action on the creation of a library and community manager classification and salary schedule amendment and the addition of one full time equivalent personnel to staff the need for an overarching management level positions for the child care programs. Additionally, City Council discussed direction to the city attorney to confirm that the positions are in

compliance with State laws and regulations related to child care licensing.

ACTION: Motion and second (Mueller/ Combs) to authorize the city manager to address immediate and critical staffing needs for child care program supervision as proposed and direct the city attorney to confirm that the positions comply with State licensing requirements for child care programs, failed 2-3 (Taylor, Wolosin, and Nash dissenting).

ACTION: Motion and second (Nash/ Wolosin) to approve two library and community services supervisors full time equivalent personnel dedicated to site management of the Menlo Children’s Center and the Belle Haven Child Development Center, direct the city attorney to confirm that the supervisor positions comply with State licensing requirements for child care programs, and to adopt Resolution No. 6621 as amended by City Council to remove the proposed classification and salary range of library and community services manager, passed unanimously.

K3. Direction on cost recovery policy (City Council Procedure #CC-10-001), library overdue fines and recreation user fees (Staff Report #21-050-CC) (Presentation) – continued from March 9, 2021, March 23, 2021, and April 6, 2021

Library and Community Services Director Sean Reinhart made the presentation (Attachment).

The City Council discussed the application process for the pilot recreation program scholarship, broadening solar to include electric, and the Race, Equity, And Leadership (REAL) process impact to the equity statement. The City Council received clarification on the resident user fees for children 0-5 in music, dance, movement, and intro to sports pilot, and the structure of user fees for residents and non-residents in cost recovery policy and master fee schedule.

The City Council directed staff to broaden solar to include electric.

ACTION: Motion and second (Muller/ Nash) to add the elimination of library overdue fines to the next master fee schedule update, include the proposed equity statement to the cost recovery policy and amend after the implementation of the REAL program, retain the original language of the remainder of the cost recovery policy, direct staff to focus on the Citywide need-based recreation program scholarship pilot, and return other pilots to the parking lot, passed unanimously.

K4. Approve framework for use of American Rescue Plan Act funds (Staff Report #21-070-CC) (Presentation) – continued and updated from March 23, 2021 and April 6, 2021

Web form public comment received on item K4.

Assistant City Manager Nick Pegueros made the presentation (Attachment).

The City Council discussed how funds can be used, placement of money in separate fund to utilize when needed, and retaining community feedback on the use of funds. The City Council received clarification on the building of the 2021-2022 budget without these funds and then use surplus if needed.

The City Council directed staff to create the 2021-2022 budget without including the surplus, placing the surplus in its own fund and track all expenditures, and review the public engagement process on its usage.

L. Informational Items

L1. City Council agenda topics: April – May 2021 (Staff Report #21-072-CC)

City Councilmember Taylor requested to add Community Response Team (CRT) funds to future agenda.

Vice Mayor Nash requested to add police public safety to future agenda.

L2. Library and community services facility, program, and event reactivation (Staff Report #21-078-CC)

- Adina Levin spoke on concerns related to waiting for herd immunity related to reactivation.
- Pamela Jones provided updates to the County vaccine numbers and the care of seniors.

L3. Update on the Transportation Management Association feasibility study's implementation plan and next steps (Staff Report #21-074-CC)

Web form public comment received on item L3.

- Adina Levin spoke in support of the Transportation Management Association (TMA) feasibility study's implementation plan and next steps.
- Mila Zelkha spoke in support of the TMA in collaboration with Manzanita Talks.
- Lauren Bigelow spoke in support of the TMA in collaboration with Manzanita Talks.

L4. Housing element advisory committee formation update (Staff Report #21-079-CC)

City Councilmember Wolosin and Mayor Combs expressed interested in serving on a housing element advisory subcommittee.

M. City Manager's Report

None.

N. City Councilmember Reports

City Councilmember Taylor reported out on a City/County Association of Governments of San Mateo County (C/CAG) meeting and an upcoming South Bayside Waste Management Authority (SBWMA) meeting.

O. Adjournment

Mayor Combs adjourned the meeting at 10:51 p.m.

Judi A. Herren, City Clerk

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 regular meeting
 - Submit a written comment online up to 1-hour before the meeting start time:
menlopark.org/publiccommentApril13 *
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 949 9073 4521
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 949 9073 4521
Press *9 to raise hand to speak

(670) Written public comments are accepted up to 1-hour before the meeting start time.
Written messages are provided to the City Council at the appropriate time in their meeting.

- Watch 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 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.



STAFF REPORT

City Council Meeting Date: 4/27/2021
Staff Report Number: 21-087-CC

Consent Calendar: Receive and file the investment portfolio review as of March 31, 2021

Recommendation

Staff recommends receipt and filing of the City’s investment portfolio review as of March 31, 2021.

Policy Issues

The City and the Successor Agency funds are invested in full compliance with the City’s investment policy and State law, which emphasize safety, liquidity and yield.

Background

The City’s investment policy requires a quarterly investment report to the City Council, which includes all financial investments of the City and provides information on the investment type, value and yield for all securities.

Analysis

Investment portfolio as of March 31, 2021

The City’s investment portfolio as of March 31, 2021, totaled \$165,802,299. As shown below in Table 1, the City’s investments by type are measured by the amortized cost as well as the fair value as of March 31, 2021. The Local Agency Investment Fund (LAIF) is considered a safe investment as it provides the liquidity of a money market fund. The majority of the remaining securities are prudent and secure short- and medium-term investments (1-5 years), bearing a higher interest rate than LAIF, and/or provide investment diversification.

Table 1: Recap of investments held as of March 31, 2021				
Security	Amortized cost basis	Fair value basis	% of portfolio	
LAIF	\$ 75,000,000	\$ 75,000,000	44.8%	
Securities portfolio				
Corporate bonds	38,859,988	39,440,654	23.6%	
Government agencies	36,226,840	36,926,875	22.1%	
Government bonds	15,715,471	16,020,306	9.6%	
Total	\$ 165,802,299	\$ 167,387,836	100.0%	

As shown in Table 1, the fair value of the City's securities was \$1,585,836 greater than the amortized cost as of March 31, 2021. The difference between amortized cost and fair value is referred to as an unrealized loss or gain, and is due to market values fluctuating from one period to another. It is important to note that any unrealized loss or gain does not represent an actual cash transaction to the City, as the City generally holds securities to maturity to avoid market risk.

The consolidated portfolio report for the quarter ending March 31, 2021, is included as Attachment A and each component is described in greater detail below.

LAIF

As previously shown in Table 1, 45 percent of the portfolio resides in the City's account at the LAIF, a liquid fund managed by the California State Treasurer, yielding 0.35 percent for the quarter ended March 31, 2021. LAIF yields have fluctuated greatly over recent years, gradually increasing from historic lows following the Great Recession, then falling rapidly during the course of the COVID-19 public health emergency. Due to the liquidity of LAIF and based on uncertainty surrounding rates for longer-term securities, the City has kept a large number of funds in LAIF in recent years. However, the City does invest excess funds in other types of securities in an effort to provide diversification and guarantee rates from longer-duration investments.

Securities portfolio

As of March 31, 2021, the City held a number of securities in corporate bonds, government agency notes and government bonds and reflect a diversified mix in terms of type but all at low risk. Insight Investment serves as the City's financial adviser on security investments and makes recommended trades of securities, purchase and sale that align market conditions to the City Council adopted investment policy to the greatest extent possible. The Insight Investments quarterly statement for the period ended March 31, 2021, is provided in Attachment B. As shown on the quarterly statement, the return for the period ended March 31, 2021, on an amortized cost basis, was 0.43 percent. The positions the City held as of March 31, 2021, are included in Attachment C and the concentrations of corporate positions by industry is included in Attachment D.

Ratings changes

On March 23, 2021, the City was notified by Insight Investment that one of its positions, \$1 million par in Oracle bonds maturing July 8, 2021, had been downgraded by a ratings agency to a rating below the City's minimum acceptable rating according to the investment policy. The investment policy does not require the City to sell positions which met the minimum acceptable ratings at the time of purchase, but does require that the City Manager be notified of the ratings change. Based on the risk profile of the position, the City elected to retain the position pending any additional material information.

Performance comparison

As specified in the City's investment policy, the performance of the portfolio is measured against the benchmark of a treasury bond. In the quarter ending March 31, 2021, the City's portfolio returned a weighted average of 1.20 percent with non-LAIF funds having a weighted average maturity of 2.21 years. The trailing 18-month period for a two-year treasury note saw a yield of 0.55 percent, or 0.65 percent lower than the City's portfolio performance. This is primarily the result of the City's purchases of longer duration positions before the economic effects of the pandemic, and purchases made after the maturity of those positions will likely see a convergence toward the Treasury bonds in coming periods.

Impact on City Resources

Due to the liquidity of LAIF accounts, the City has more than sufficient funds available to meet its

expenditure requirements for the next six months.

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. Insight Investments consolidated portfolio report for the quarter ended March 31, 2021
- B. Insight Investments advised funds quarterly report for the quarter ended March 31, 2021
- C. Securities positions held by the City of Menlo Park as of March 31, 2021
- D. Investment industry concentration for positions held by the City of Menlo Park as of March 31, 2021

Report prepared by:

Dan Jacobson, Assistant Administrative Services Director

City of Menlo Park

Quarterly Consolidated Portfolio Report

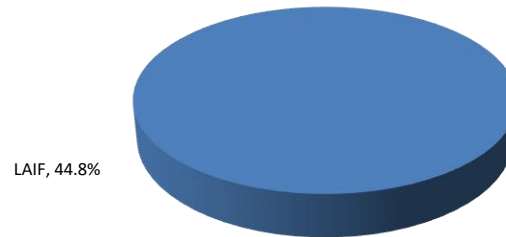
March 31, 2021

City Managed Assets

			%	Return
LAIF	\$	75,000,000	44.8%	0.35%
Total Internally Managed	\$	75,000,000	44.8%	

Weighted Average Yield **0.35%**

	Days
Effective Average Duration - Internal	1
Weighted Average Maturity - Internal	1

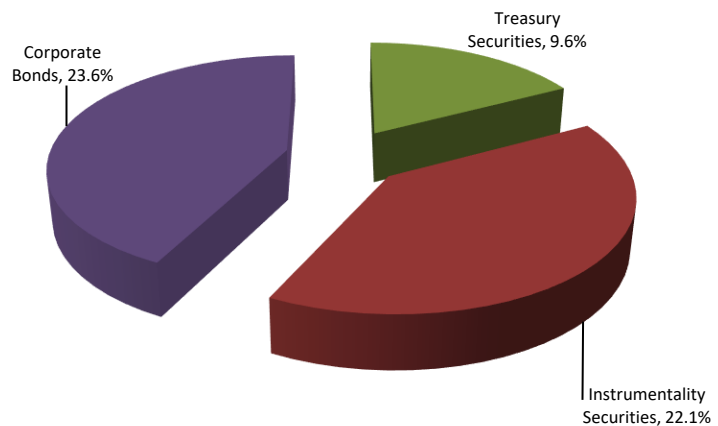


Advisor Managed Assets

			%	Return
Treasury Securities	\$	16,020,306	9.6%	1.89%
Instrumentality Securities	\$	36,926,875	22.1%	1.86%
Corporate Bonds	\$	39,440,654	23.6%	1.91%
Total Externally Managed	\$	92,387,836	55.2%	

Weighted Average Yield **1.89%**

	Years
Effective Average Duration - External	1.88
Weighted Average Maturity - External	2.21

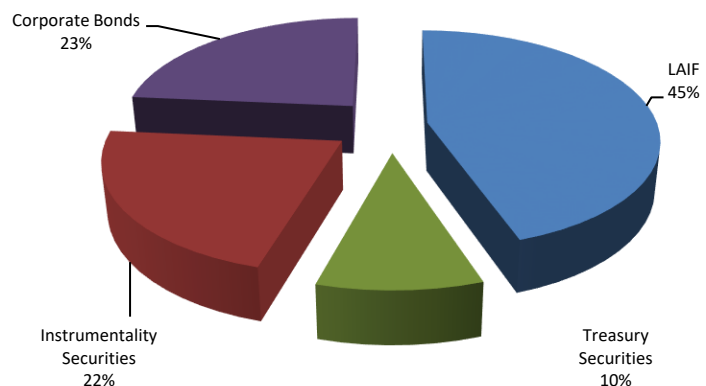


Total Portfolio Assets

			%	Return
LAIF	\$	75,000,000	44.8%	0.35%
Treasury Securities	\$	16,020,306	9.6%	1.89%
Instrumentality Securities	\$	36,926,875	22.1%	1.86%
Corporate Bonds	\$	39,440,654	23.6%	1.91%
Total Portfolio Assets	\$	167,387,836		

Weighted Average Yield **1.20%**

	Years
Effective Average Duration - Total	1.04
Weighted Average Maturity - Total	1.22



Portfolio Change

Beginning Balance	\$	158,836,286
Ending Balance	\$	167,387,836

Yield Comparison	2-Year Treasury	2-Year Treasury (18 Month Trailing)
	0.16%	0.55%

* Note: All data for external assets was provided by the client and is believed to be accurate.
Insight Investment does not manage the external assets and this report is provided for the client's use.
Market values are presented.

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CITY OF MENLO PARK

March 2021



ACTIVITY AND PERFORMANCE SUMMARY

For the period January 1, 2021 - March 31, 2021

<u>Amortized Cost Basis Activity Summary</u>		
Opening balance		81,767,227.97
Income received	485,998.99	
Total receipts		485,998.99
Participant withdrawals	(0.06)	
Expenses paid	(1,458.35)	
Total disbursements		(1,458.41)
Interportfolio transfers	8,660,061.33	
Total Interportfolio transfers		8,660,061.33
Realized gain (loss)		415.13
Change in accruals from security movement		0.00
Total amortization expense		(124,440.37)
Total OID/MKT accretion income		14,495.47
Return of capital		0.00
Closing balance		90,802,300.11
Ending fair value		92,387,835.62
Unrealized gain (loss)		1,585,535.51

<u>Detail of Amortized Cost Basis Return</u>				
	Interest earned	Accretion (amortization)	Realized gain (loss)	Total income
Corporate Bonds	244,514.63	(90,238.97)	0.00	154,275.66
Government Agencies	166,996.74	(18,770.49)	415.13	148,641.38
Government Bonds	54,580.33	(935.44)	0.00	53,644.89
Total	466,091.70	(109,944.90)	415.13	356,561.93

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* Three month trailing
Fed Funds	0.08	0.04	0.02
Overnight Repo	0.09	0.04	0.01
Merrill Lynch 3m US Treas Bill	0.07	0.03	0.01
Merrill Lynch 6m US Treas Bill	0.09	0.03	0.01
ML 1 Year US Treasury Note	0.13	0.05	0.02
ML 2 Year US Treasury Note	0.15	0.07	0.03
ML 5 Year US Treasury Note	0.40	0.24	0.15

* rates reflected are cumulative

<u>Summary of Amortized Cost Basis Return for the Period</u>	
	Total portfolio
Interest earned	466,091.70
Accretion (amortization)	(109,944.90)
Realized gain (loss) on sales	415.13
Total income on portfolio	356,561.93
Average daily amortized cost	81,876,235.47
Period return (%)	0.43
YTD return (%)	0.43
Weighted average final maturity in days	807

ACTIVITY AND PERFORMANCE SUMMARY

For the period January 1, 2021 - March 31, 2021

<u>Fair Value Basis Activity Summary</u>		
Opening balance		83,836,285.95
Income received	485,998.99	
Total receipts		485,998.99
Participant withdrawals	(0.06)	
Expenses paid	(1,458.35)	
Total disbursements		(1,458.41)
Interportfolio transfers	8,660,061.33	
Total Interportfolio transfers		8,660,061.33
Unrealized gain (loss) on security movements		0.00
Change in accruals from security movement		0.00
Return of capital		0.00
Change in fair value for the period		(593,052.24)
Ending fair value		92,387,835.62

<u>Detail of Fair Value Basis Return</u>			
	Interest earned	Change in fair value	Total income
Corporate Bonds	244,514.63	(292,371.94)	(47,857.31)
Government Agencies	166,996.74	(223,706.95)	(56,710.21)
Government Bonds	54,580.33	(76,973.35)	(22,393.02)
Total	466,091.70	(593,052.24)	(126,960.54)

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* Three month trailing
Fed Funds	0.08	0.04	0.02
Overnight Repo	0.09	0.04	0.01
ICE Bofa 3 Months US T-BILL	0.12	0.06	0.03
ICE Bofa 6m US Treas Bill	0.16	0.09	0.04
ICE Bofa 1 Yr US Treasury Note	0.17	0.12	0.07
ICE BofA US Treasury 1-3	0.24	0.00	(0.05)
ICE BofA US Treasury 1-5	(0.09)	(0.50)	(0.52)

* rates reflected are cumulative

<u>Summary of Fair Value Basis Return for the Period</u>	
	Total portfolio
Interest earned	466,091.70
Change in fair value	(593,052.24)
Total income on portfolio	(126,960.54)
Average daily total value *	84,221,080.41
Period return (%)	(0.15)
YTD return (%)	(0.15)
Weighted average final maturity in days	807

* Total value equals market value and accrued interest

ADDITIONAL INFORMATION

As of March 31, 2021

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

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Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. INA charges management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that \$30 million is invested in an account with INA, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to \$38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be \$38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. INA's investment advisory fees are discussed in Part 2A of its Form ADV.

Unless otherwise stated, the source of information is Insight. Any forecasts or opinions are Insight's own at the date of this document (or as otherwise specified) and may change. Material in this publication is for general information only and is not advice, investment advice, or the recommendation of any purchase or sale of any security. Insight makes no implied or expressed recommendations concerning the manner in which an account should or would be handled, as appropriate investment strategies depend upon specific investment guidelines and objectives and should not be construed to be an assurance that any particular security in a strategy will remain in any fund, account, or strategy, or that a previously held security will not be repurchased. It should not be assumed that any of the security transactions or holdings referenced herein have been or will prove to be profitable or that future investment decisions will be profitable or will equal or exceed the past investment performance of the securities listed.

Please compare the information provided in this statement to the information provided in the statement received from your Custodian.

For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S Treasury and U.S agency securities a quality rating based on the methodology used within the respective benchmark index. When Moody's, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moody's and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategy's holdings may differ substantially from the securities that comprise the indices shown.

The ICE BofA 3 Month US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The ICE BofA 6 Month US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The ICE BofA 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The ICE BofA 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

ADDITIONAL INFORMATION

As of March 31, 2021

Insight does not provide tax or legal advice to its clients and all investors are strongly urged to consult their tax and legal advisors regarding any potential strategy or investment.

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CITY OF MENLO PARK

March 2021

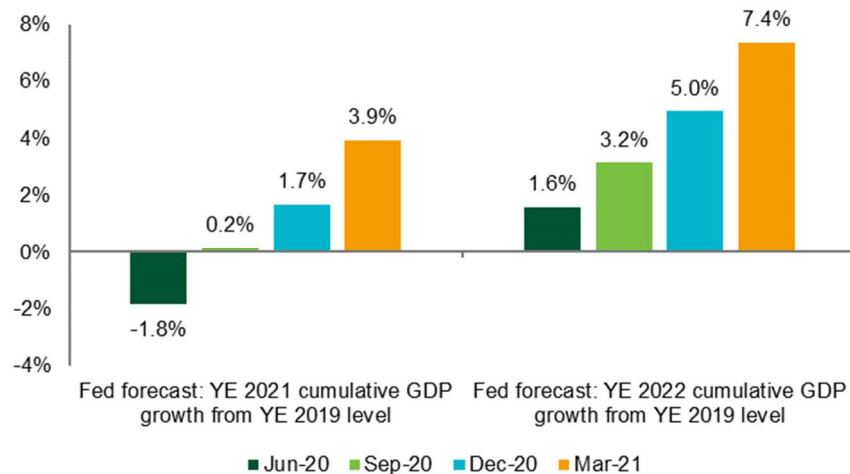


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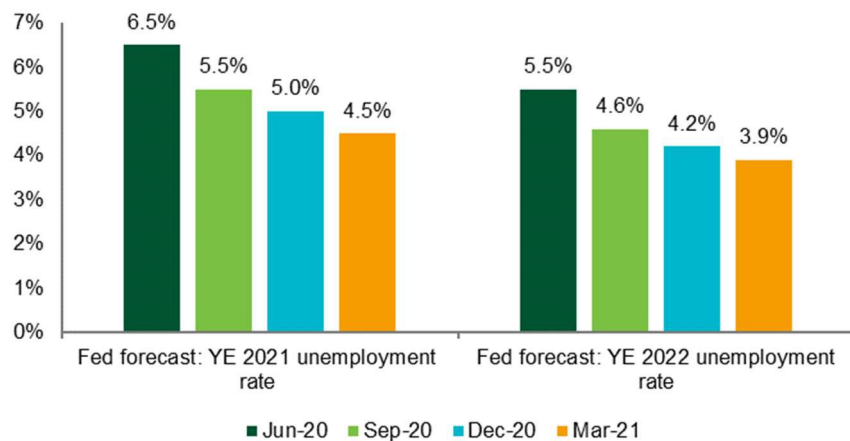
As of March 31, 2021

Chart 1: The Federal Reserve's economic forecasts continue to rise



Source: Federal Reserve, March 31, 2021.

Chart 2: The Federal Reserve's unemployment forecasts continue to fall



Source: Federal Reserve, March 31, 2021.

Economic Indicators and Monetary Policy

At perhaps the most anticipated FOMC meeting since last spring, the Fed significantly revised its economic projections to reflect the \$1.9bn stimulus package signed by President Biden and the accelerating pace of US COVID-19 vaccinations.

After the US economy performed significantly better than feared last year, the Fed now forecasts GDP growth at 6.5% this year (from 4.2% previously), unemployment below 4% by the end of 2022 and perhaps most notably, core PCE at or above its 2% target over the next three years. The Fed's closely watched dot plot was unchanged, reflecting a median expectation of no policy rate hikes through 2023.

The US continued to ramp up COVID-19 vaccinations, performing around ~3m per day. At the end of the month, close to 100 million American residents received at least one dose of a vaccine – close to 40% of the adult population. Economic restrictions continued to be scaled back as COVID cases, hospitalizations and mortalities declined. Business restrictions were even removed outright in Texas and Mississippi.

Economic data was generally encouraging. The Conference Board's index of consumer confidence rose to 109.7 in March, the highest reading in one year. Retail sales declined in February, but was more than forecast at -3%, and was fully offset by large upward revisions to prior months, particularly January at 7.6% from 5.3%. The ISM services index fell in February to 55.3 from 58.7, weaker than consensus expectations but still in expansionary territory.

At the start of the month, the February jobs report was strong: nonfarm payrolls increased by an impressive 379,000 and the unemployment rate dropped to 6.2%. But labor market slack remains, and the economy is still far from maximum employment.

Interest Rate Summary

The Treasury yield curve continued to steepen over the month, with long-dated yields pushing higher. At the end of February, the 3-month US Treasury bill yielded 0.02%, the 6-month US Treasury bill yielded 0.04%, the 2-year US Treasury note yielded 0.16%, the 5-year US Treasury note yielded 0.94% and the 10-year US Treasury note yielded 1.74%.

ACTIVITY AND PERFORMANCE SUMMARY

For the period March 1, 2021 - March 31, 2021

<u>Amortized Cost Basis Activity Summary</u>		
Opening balance		81,716,081.58
Income received	234,588.99	
Total receipts		234,588.99
Participant withdrawals	(0.06)	
Expenses paid	(583.34)	
Total disbursements		(583.40)
Interportfolio transfers	8,894,967.82	
Total interportfolio transfers		8,894,967.82
Realized gain (loss)		0.00
Change in accruals from security movement		0.00
Total amortization expense		(47,160.57)
Total OID/MKT accretion income		4,405.69
Return of capital		0.00
Closing balance		90,802,300.11
Ending fair value		92,387,835.62
Unrealized gain (loss)		1,585,535.51

<u>Detail of Amortized Cost Basis Return</u>				
	Interest earned	Accretion (amortization)	Realized gain (loss)	Total income
Corporate Bonds	91,312.28	(34,844.61)	0.00	56,467.67
Government Agencies	58,004.76	(6,344.82)	0.00	51,659.94
Government Bonds	19,836.99	(1,565.45)	0.00	18,271.54
Total	169,154.03	(42,754.88)	0.00	126,399.15

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	0.08	0.04	0.01
Overnight Repo	0.09	0.04	0.00
Merrill Lynch 3m US Treas Bill	0.07	0.03	0.00
Merrill Lynch 6m US Treas Bill	0.09	0.03	0.00
ML 1 Year US Treasury Note	0.13	0.05	0.01
ML 2 Year US Treasury Note	0.15	0.07	0.01
ML 5 Year US Treasury Note	0.40	0.24	0.07

* rates reflected are cumulative

<u>Summary of Amortized Cost Basis Return for the Period</u>	
	Total portfolio
Interest earned	169,154.03
Accretion (amortization)	(42,754.88)
Realized gain (loss) on sales	0.00
Total income on portfolio	126,399.15
Average daily amortized cost	83,493,267.69
Period return (%)	0.15
YTD return (%)	0.43
Weighted average final maturity in days	807

ACTIVITY AND PERFORMANCE SUMMARY

For the period March 1, 2021 - March 31, 2021

<u>Fair Value Basis Activity Summary</u>		
Opening balance		83,465,258.78
Income received	234,588.99	
Total receipts		234,588.99
Participant withdrawals	(0.06)	
Expenses paid	(583.34)	
Total disbursements		(583.40)
Interportfolio transfers	8,894,967.82	
Total Interportfolio transfers		8,894,967.82
Unrealized gain (loss) on security movements		0.00
Change in accruals from security movement		0.00
Return of capital		0.00
Change in fair value for the period		(206,396.57)
Ending fair value		92,387,835.62

<u>Detail of Fair Value Basis Return</u>			
	Interest earned	Change in fair value	Total income
Corporate Bonds	91,312.28	(119,577.56)	(28,265.28)
Government Agencies	58,004.76	(65,612.56)	(7,607.80)
Government Bonds	19,836.99	(21,206.45)	(1,369.46)
Total	169,154.03	(206,396.57)	(37,242.54)

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	0.08	0.04	0.01
Overnight Repo	0.09	0.04	0.00
ICE Bofa 3 Months US T-BILL	0.12	0.06	0.01
ICE Bofa 6m US Treas Bill	0.16	0.09	0.02
ICE Bofa 1 Yr US Treasury Note	0.17	0.12	0.02
ICE BofA US Treasury 1-3	0.24	0.00	0.02
ICE BofA US Treasury 1-5	(0.09)	(0.50)	(0.10)

* rates reflected are cumulative

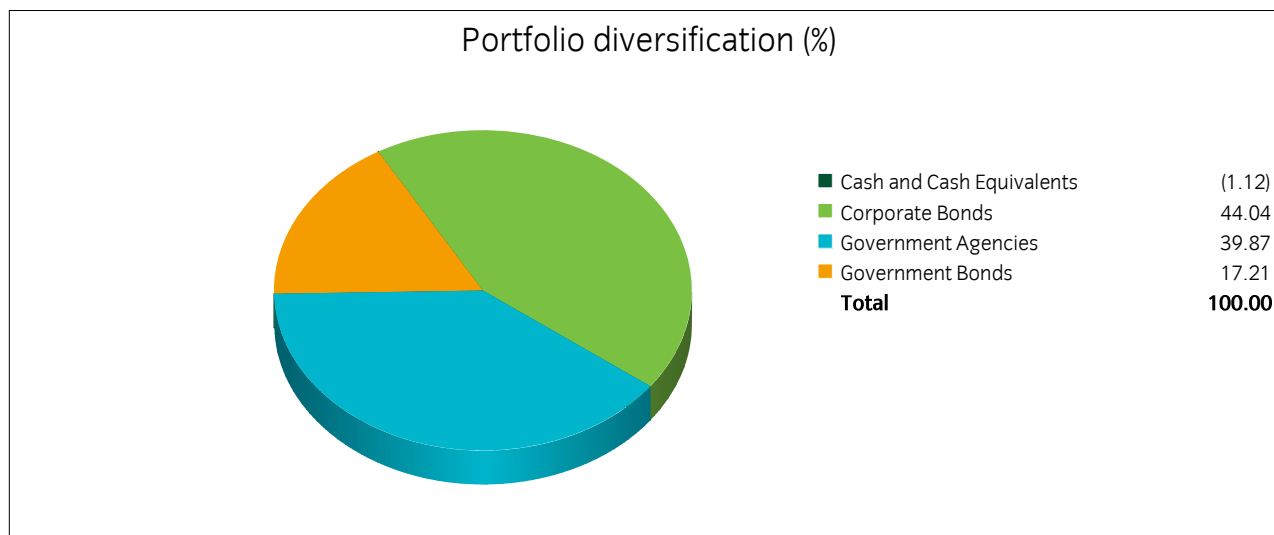
<u>Summary of Fair Value Basis Return for the Period</u>	
	Total portfolio
Interest earned	169,154.03
Change in fair value	(206,396.57)
Total income on portfolio	(37,242.54)
Average daily total value *	85,593,382.15
Period return (%)	(0.04)
YTD return (%)	(0.15)
Weighted average final maturity in days	807

* Total value equals market value and accrued interest

RECAP OF SECURITIES HELD

As of March 31, 2021

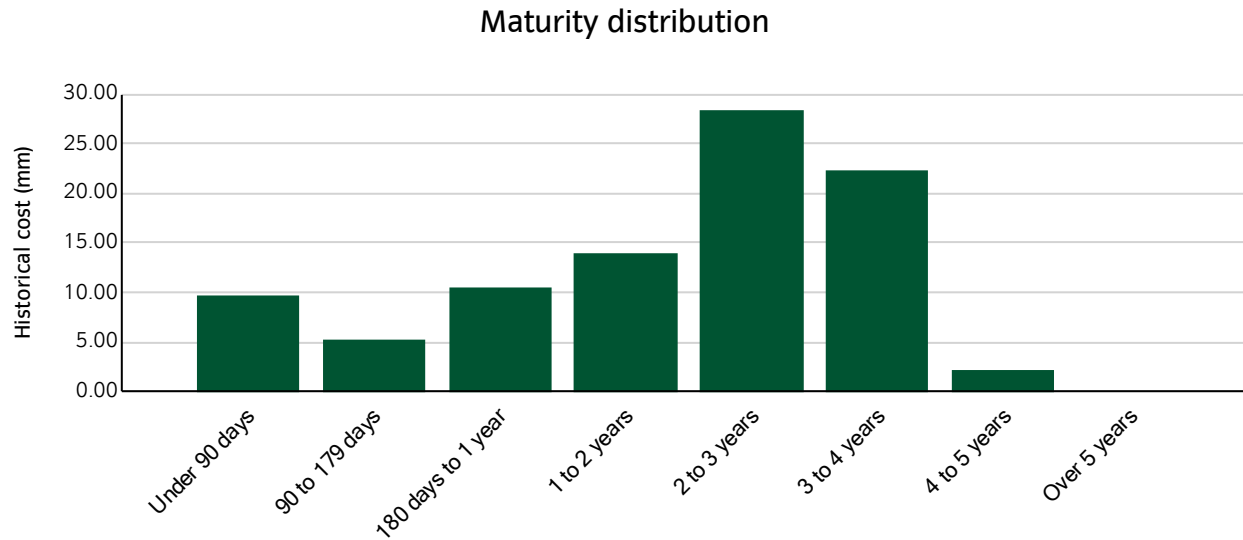
	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Weighted average final maturity (days)	Percent of portfolio	Weighted average effective duration (years)
Cash and Cash Equivalents	(1,022,730.00)	(1,022,730.00)	(1,022,730.00)	0.00	1	(1.12)	0.00
Corporate Bonds	40,161,825.94	39,882,718.41	40,463,384.47	580,666.06	754	44.04	1.77
Government Agencies	36,365,644.00	36,226,840.24	36,926,875.47	700,035.23	843	39.87	1.84
Government Bonds	15,696,143.45	15,715,471.46	16,020,305.68	304,834.22	807	17.21	2.15
Total	91,200,883.39	90,802,300.11	92,387,835.62	1,585,535.51	807	100.00	1.88



MATURITY DISTRIBUTION OF SECURITIES HELD

As of March 31, 2021

Maturity	Historic cost	Percent
Under 90 days	9,585,486.95	10.51
90 to 179 days	5,102,175.00	5.59
180 days to 1 year	10,315,830.07	11.31
1 to 2 years	13,760,405.00	15.09
2 to 3 years	28,278,797.42	31.01
3 to 4 years	22,158,188.95	24.30
4 to 5 years	2,000,000.00	2.19
Over 5 years	0.00	0.00
	91,200,883.39	100.00



SECURITIES HELD

As of March 31, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Cash and Cash Equivalents										
	Cash and Cash Equivalents	0.000		(1,022,730.00)	(1,022,730.00)	(1,022,730.00)	(1,022,730.00)	0.00	0.00	(1.12)
Total Cash and Cash Equivalents				(1,022,730.00)	(1,022,730.00)	(1,022,730.00)	(1,022,730.00)	0.00	0.00	(1.12)
Corporate Bonds										
89236TEU5	TOYOTA MOTOR CREDIT CORP 2.95% 13APR2021	2.950	04/13/2021	1,000,000.00	1,014,700.00	1,000,546.00	1,000,539.91	(6.09)	13,766.67	1.11
0258M0EB1	AMERICAN EXPRESS CREDIT 2.25% 05MAY2021 (CALLABLE 05APR21)	2.250	05/05/2021	1,000,000.00	1,010,770.00	1,000,126.33	1,000,000.00	(126.33)	9,125.00	1.11
037833AR1	APPLE INC 2.85% 06MAY2021	2.850	05/06/2021	400,000.00	402,680.00	400,236.47	400,916.75	680.28	4,591.67	0.44
14913Q2W8	CATERPILLAR FINL SERVICE 2.65% 17MAY2021	2.650	05/17/2021	1,600,000.00	1,603,504.00	1,600,393.05	1,604,667.70	4,274.65	15,782.22	1.76
68389XBA2	ORACLE CORP 2.8% 08JUL2021	2.800	07/08/2021	1,000,000.00	1,000,360.00	1,000,040.37	1,006,574.71	6,534.34	6,455.56	1.10
17325FAQ1	CITIBANK NA 3.4% 23JUL2021 (CALLABLE 23JUN21)	3.400	07/23/2021 06/23/2021	1,000,000.00	1,015,040.00	1,001,698.06	1,006,930.00	5,231.94	6,422.22	1.11
17275RBJ0	CISCO SYSTEMS INC 1.85% 20SEP2021 (CALLABLE 20AUG21)	1.850	09/20/2021	1,000,000.00	978,250.00	995,980.98	1,006,425.88	10,444.90	565.28	1.07
0258M0EG0	AMERICAN EXPRESS CREDIT 2.7% 03MAR2022 (CALLABLE 31JAN22)	2.700	03/03/2022 01/31/2022	1,800,000.00	1,821,082.00	1,820,551.18	1,836,448.47	15,897.29	4,080.00	2.00
06051GHH5	BANK OF AMERICA CORP 3.499% 17MAY2022 (CALLABLE 17MAY21)	3.499	05/17/2022 05/17/2021	1,500,000.00	1,536,450.00	1,505,490.87	1,505,585.93	95.06	19,536.08	1.68
90331HPC1	US BANK NA CINCINNATI 2.65% 23MAY2022 (CALLABLE 22APR22)	2.650	05/23/2022 04/23/2022	1,000,000.00	1,012,470.00	1,004,683.91	1,024,948.26	20,264.35	9,422.22	1.11

SECURITIES HELD

As of March 31, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Corporate Bonds										
94988J6A0	WELLS FARGO BANK NA 2.082% 09SEP2022 (CALLABLE 09SEP21)	2.082	09/09/2022 09/09/2021	1,500,000.00	1,524,525.00	1,508,984.97	1,511,424.29	2,439.32	1,908.50	1.67
037833DC1	APPLE INC 2.1% 12SEP2022 (CALLABLE 12AUG22)	2.100	09/12/2022 08/12/2022	2,000,000.00	2,026,680.00	2,014,488.48	2,051,851.54	37,363.06	2,216.67	2.22
06051GFZ7	BANK OF AMERICA CORP 2.503% 21OCT2022 (CALLABLE 21OCT21)	2.503	10/21/2022 10/21/2021	1,000,000.00	1,002,230.00	1,000,536.16	1,011,628.44	11,092.28	11,124.44	1.10
02665WCA7	AMERICAN HONDA FINANCE 2.6% 16NOV2022	2.600	11/16/2022	1,000,000.00	1,011,150.00	1,005,373.27	1,034,829.32	29,456.05	9,750.00	1.11
46625HJH4	JPMORGAN CHASE & CO 3.2% 25JAN2023	3.200	01/25/2023	1,000,000.00	1,031,190.00	1,016,278.45	1,050,372.96	34,094.51	5,866.67	1.13
369550BD9	GENERAL DYNAMICS CORP 3.375% 15MAY2023 (CALLABLE 15APR23)	3.375	05/15/2023 04/15/2023	943,000.00	984,840.91	965,529.72	999,821.65	34,291.93	12,023.25	1.08
94988J5R4	WELLS FARGO BANK NA 3.55% 14AUG2023 (CALLABLE 14JUL23)	3.550	08/14/2023 07/14/2023	1,800,000.00	1,942,326.00	1,931,181.91	1,926,391.54	(4,790.37)	8,342.50	2.13
742718EB1	PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	3.100	08/15/2023	1,000,000.00	1,041,328.13	1,023,794.98	1,065,098.08	41,303.10	3,961.11	1.14
24422EUM9	JOHN DEERE CAPITAL CORP 3.65% 12OCT2023	3.650	10/12/2023	950,000.00	1,005,926.50	984,791.93	1,025,401.64	40,609.71	16,277.99	1.10
02665WCT6	AMERICAN HONDA FINANCE 3.55% 12JAN2024	3.550	01/12/2024	1,000,000.00	1,090,440.00	1,083,521.55	1,079,055.55	(4,466.00)	7,790.28	1.20
693475AV7	PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	3.500	01/23/2024 12/24/2023	1,000,000.00	1,047,210.00	1,029,205.43	1,078,295.06	49,089.63	6,611.11	1.15
594918BX1	MICROSOFT CORP 2.875% 06FEB2024 (CALLABLE 06DEC23)	2.875	02/06/2024 12/06/2023	960,000.00	993,734.40	980,638.02	1,023,834.96	43,196.94	4,216.67	1.09

SECURITIES HELD

As of March 31, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Corporate Bonds										
06051GHF9	BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23)	3.550	03/05/2024 03/05/2023	1,500,000.00	1,606,050.00	1,577,583.95	1,582,642.97	5,059.02	3,845.83	1.76
24422EUX5	JOHN DEERE CAPITAL CORP 2.6% 07MAR2024	2.600	03/07/2024	1,450,000.00	1,476,419.00	1,466,934.43	1,535,594.25	68,659.82	2,513.33	1.62
459200JY8	IBM CORP 3% 15MAY2024	3.000	05/15/2024	2,000,000.00	2,141,300.00	2,139,808.71	2,144,323.20	4,514.49	22,666.67	2.35
46647PBQ8	JPMORGAN CHASE & CO 1.514% 01JUN2024 (CALLABLE 01JUN23)	1.514	06/01/2024 06/01/2023	2,000,000.00	2,042,800.00	2,034,675.10	2,040,825.08	6,149.98	10,093.33	2.24
693506BQ9	PPG INDUSTRIES INC 2.4% 15AUG2024 (CALLABLE 15JUL24)	2.400	08/15/2024 07/15/2024	2,000,000.00	2,012,600.00	2,009,021.75	2,096,685.50	87,663.75	6,133.33	2.21
89236TGL3	TOYOTA MOTOR CREDIT CORP 2% 07OCT2024	2.000	10/07/2024	1,000,000.00	999,410.00	999,562.59	1,041,801.09	42,238.50	9,666.67	1.10
69353REF1	PNC BANK NA 3.3% 30OCT2024 (CALLABLE 30SEP24)	3.300	10/30/2024 09/30/2024	2,500,000.00	2,737,590.00	2,733,066.26	2,724,120.23	(8,946.03)	34,375.00	3.00
14913Q3B3	CATERPILLAR FINL SERVICE 2.15% 08NOV2024	2.150	11/08/2024	1,000,000.00	1,048,770.00	1,047,993.53	1,046,349.51	(1,644.02)	8,540.28	1.15
Total Corporate Bonds				38,903,000.00	40,161,825.94	39,882,718.41	40,463,384.47	580,666.06	277,670.55	44.04
Government Agencies										
313373ZY1	FEDERAL HOME LOAN BANK 3.625% 11JUN2021	3.625	06/11/2021	2,000,000.00	2,048,660.00	2,004,096.05	2,013,738.22	9,642.17	22,152.78	2.25
3130AADV7	FEDERAL HOME LOAN BANK 2% 03DEC2021 #0000	2.000	12/03/2021	1,000,000.00	984,560.00	996,318.04	1,012,910.80	16,592.76	6,555.56	1.08
3135G0U92	FANNIE MAE 2.625% 11JAN2022	2.625	01/11/2022	2,000,000.00	2,004,368.00	2,001,168.96	2,039,618.54	38,449.58	11,666.67	2.20

SECURITIES HELD

As of March 31, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Agencies										
313378WG2	FEDERAL HOME LOAN BANK 2.5% 11MAR2022	2.500	03/11/2022	2,000,000.00	2,019,700.00	2,006,723.95	2,045,246.80	38,522.85	2,777.78	2.21
313379Q69	FEDERAL HOME LOAN BANK 2.125% 10JUN2022	2.125	06/10/2022	1,000,000.00	994,870.00	998,027.63	1,023,775.49	25,747.86	6,552.08	1.09
313380GJ0	FEDERAL HOME LOAN BANK 2% 09SEP2022 #0000	2.000	09/09/2022	1,000,000.00	995,020.00	997,822.56	1,026,560.00	28,737.44	1,222.22	1.09
3133EA7E2	FEDERAL FARM CREDIT BANK 1.96% 07NOV2022	1.960	11/07/2022	2,000,000.00	2,030,580.00	2,017,858.97	2,057,638.14	39,779.17	15,680.00	2.23
3130A3KM5	FEDERAL HOME LOAN BANK 2.5% 09DEC2022	2.500	12/09/2022	1,500,000.00	1,531,815.00	1,515,512.68	1,558,428.93	42,916.25	11,666.67	1.68
3133EKKT2	FEDERAL FARM CREDIT BANK 2.25% 08FEB2023	2.250	02/08/2023	1,500,000.00	1,520,580.00	1,510,510.28	1,558,342.58	47,832.30	4,968.75	1.67
3135G0U43	FANNIE MAE 2.875% 12SEP2023	2.875	09/12/2023	2,000,000.00	2,081,960.00	2,047,652.42	2,128,046.46	80,394.04	3,034.72	2.28
3134GWN69	FREDDIE MAC 0.27% 14SEP2023 (CALLABLE 14SEP21)	0.270	09/14/2023 09/14/2021	1,600,000.00	1,599,040.00	1,599,217.84	1,600,085.74	867.90	204.00	1.75
3133EKVB9	FEDERAL FARM CREDIT BANK 1.86% 17OCT2023	1.860	10/17/2023	2,000,000.00	1,993,956.00	1,996,360.90	2,080,037.16	83,676.26	16,946.67	2.19
3133EKKU9	FEDERAL FARM CREDIT BANK 2.3% 08NOV2023	2.300	11/08/2023	1,500,000.00	1,524,645.00	1,514,649.56	1,577,873.28	63,223.72	13,704.17	1.67
3130AB3H7	FEDERAL HOME LOAN BANK 2.375% 08MAR2024	2.375	03/08/2024	2,000,000.00	2,045,380.00	2,028,359.15	2,121,977.34	93,618.19	3,034.72	2.24
3133EMTD4	FEDERAL FARM CREDIT BANK 0.37% 15MAR2024 (CALLABLE 15MAR22)	0.370	03/15/2024 03/15/2022	2,000,000.00	1,998,000.00	1,998,038.67	1,996,155.44	(1,883.23)	328.89	2.19

SECURITIES HELD

As of March 31, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Agencies										
3133EMBE1	FEDERAL FARM CREDIT BANK 0.3% 28MAR2024 (CALLABLE 13APR21)	0.300	03/28/2024	2,000,000.00	1,998,500.00	1,998,717.68	1,996,064.66	(2,653.02)	50.00	2.19
3133EKNX0	FEDERAL FARM CREDIT BANK 2.16% 03JUN2024	2.160	06/03/2024	1,000,000.00	1,012,070.00	1,007,759.29	1,054,758.49	46,999.20	7,080.00	1.11
3135GOV75	FANNIE MAE 1.75% 02JUL2024	1.750	07/02/2024	2,000,000.00	1,982,440.00	1,988,528.25	2,085,791.08	97,262.83	8,652.78	2.17
3130AKX84	FEDERAL HOME LOAN BANK 0.27% 23AUG2024 (CALLABLE 23AUG21)	0.270	08/23/2024 08/23/2021	1,000,000.00	999,500.00	999,517.36	991,985.08	(7,532.28)	285.00	1.10
3130ALN75	FEDERAL HOME LOAN BANK 0.54% 29AUG2024 (CALLABLE 29JUN21)	0.540	08/29/2024 06/29/2021	3,000,000.00	3,000,000.00	3,000,000.00	2,995,493.94	(4,506.06)	90.00	3.29
3130AL7C2	FEDERAL HOME LOAN BANK 0.5% 25AUG2025 (CALLABLE 25AUG21)	0.500	08/25/2025 08/25/2021	2,000,000.00	2,000,000.00	2,000,000.00	1,962,347.30	(37,652.70)	1,000.00	2.19

Total Government Agencies				36,100,000.00	36,365,644.00	36,226,840.24	36,926,875.47	700,035.23	137,653.46	39.87
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Government Bonds

912828WN6	USA TREASURY 2% 31MAY2021	2.000	05/31/2021	2,000,000.00	1,976,412.95	1,998,299.28	2,006,360.36	8,061.08	13,296.70	2.17
912828YT1	USA TREASURY 1.5% 30NOV2021	1.500	11/30/2021	1,500,000.00	1,501,113.28	1,500,403.63	1,514,414.07	14,010.44	7,479.40	1.65
912828W55	USA TREASURY 1.875% 28FEB2022	1.875	02/28/2022	1,000,000.00	982,776.79	994,794.07	1,016,132.81	21,338.74	1,579.48	1.08
912828S35	USA TREASURY 1.375% 30JUN2023	1.375	06/30/2023	1,000,000.00	984,492.19	991,309.28	1,026,210.94	34,901.66	3,418.51	1.08
912828Y61	USA TREASURY 2.75% 31JUL2023	2.750	07/31/2023	1,000,000.00	1,040,468.75	1,025,446.03	1,058,789.06	33,343.03	4,482.04	1.14

SECURITIES HELD

As of March 31, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
9128282D1	USA TREASURY 1.375% 31AUG2023	1.375	08/31/2023	2,000,000.00	1,967,109.38	1,980,980.74	2,055,390.62	74,409.88	2,316.58	2.16
912828V23	USA TREASURY 2.25% 31DEC2023	2.250	12/31/2023	1,000,000.00	1,019,261.16	1,011,774.61	1,053,281.25	41,506.64	5,593.92	1.12
9128286R6	USA TREASURY 2.25% 30APR2024	2.250	04/30/2024	1,000,000.00	1,023,050.23	1,016,395.80	1,057,031.25	40,635.45	9,385.36	1.12
912828XT2	USA TREASURY 2% 31MAY2024	2.000	05/31/2024	2,000,000.00	2,101,803.58	2,100,758.55	2,099,843.76	(914.79)	13,296.70	2.30
912828Y87	USA TREASURY 1.75% 31JUL2024	1.750	07/31/2024	2,000,000.00	2,087,272.33	2,086,420.89	2,085,703.12	(717.77)	5,704.42	2.29
9128282U3	USA TREASURY 1.875% 31AUG2024	1.875	08/31/2024	1,000,000.00	1,012,382.81	1,008,888.58	1,047,148.44	38,259.86	1,579.48	1.11
Total Government Bonds				15,500,000.00	15,696,143.45	15,715,471.46	16,020,305.68	304,834.22	68,132.59	17.21
Grand total				89,480,270.00	91,200,883.39	90,802,300.11	92,387,835.62	1,585,535.51	483,456.60	100.00

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of March 31, 2021

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Federal Home Loan Banks												
313373ZY1	FEDERAL HOME LOAN	3.625	06/11/2021		AA+	Aaa	2,000,000.00	2,048,660.00	2.25	2,013,738.22	2.18	0.20
3130AADV7	FEDERAL HOME LOAN	2.000	12/03/2021		AA+	Aaa	1,000,000.00	984,560.00	1.08	1,012,910.80	1.10	0.67
313378WG2	FEDERAL HOME LOAN	2.500	03/11/2022		AA+	Aaa	2,000,000.00	2,019,700.00	2.21	2,045,246.80	2.21	0.94
313379Q69	FEDERAL HOME LOAN	2.125	06/10/2022		AA+	Aaa	1,000,000.00	994,870.00	1.09	1,023,775.49	1.11	1.18
313380GJ0	FEDERAL HOME LOAN	2.000	09/09/2022		AA+	Aaa	1,000,000.00	995,020.00	1.09	1,026,560.00	1.11	1.42
3130A3KM5	FEDERAL HOME LOAN	2.500	12/09/2022		AA+	Aaa	1,500,000.00	1,531,815.00	1.68	1,558,428.93	1.69	1.65
3130AB3H7	FEDERAL HOME LOAN	2.375	03/08/2024		AA+	Aaa	2,000,000.00	2,045,380.00	2.24	2,121,977.34	2.30	2.85
3130AKX84	FEDERAL HOME LOAN	0.270	08/23/2024	08/23/2021	AA+	Aaa	1,000,000.00	999,500.00	1.10	991,985.08	1.07	2.05
3130ALN75	FEDERAL HOME LOAN	0.540	08/29/2024	06/29/2021	AA+	Aaa	3,000,000.00	3,000,000.00	3.29	2,995,493.94	3.24	1.43
3130AL7C2	FEDERAL HOME LOAN	0.500	08/25/2025	08/25/2021	AA+	Aaa	2,000,000.00	2,000,000.00	2.19	1,962,347.30	2.12	3.00
Issuer total							16,500,000.00	16,619,505.00	18.22	16,752,463.90	18.13	1.58
United States Treasury Note/Bond												
912828WN6	USA TREASURY 2%	2.000	05/31/2021		AA+	Aaa	2,000,000.00	1,976,412.95	2.17	2,006,360.36	2.17	0.17
912828YT1	USA TREASURY 1.5%	1.500	11/30/2021		AA+	Aaa	1,500,000.00	1,501,113.28	1.65	1,514,414.07	1.64	0.66
912828W55	USA TREASURY 1.875%	1.875	02/28/2022		AA+	Aaa	1,000,000.00	982,776.79	1.08	1,016,132.81	1.10	0.91
912828S35	USA TREASURY 1.375%	1.375	06/30/2023		AA+	Aaa	1,000,000.00	984,492.19	1.08	1,026,210.94	1.11	2.21
912828Y61	USA TREASURY 2.75%	2.750	07/31/2023		AA+	Aaa	1,000,000.00	1,040,468.75	1.14	1,058,789.06	1.15	2.27
912828D1	USA TREASURY 1.375%	1.375	08/31/2023		AA+	Aaa	2,000,000.00	1,967,109.38	2.16	2,055,390.62	2.22	2.38
912828V23	USA TREASURY 2.25%	2.250	12/31/2023		AA+	Aaa	1,000,000.00	1,019,261.16	1.12	1,053,281.25	1.14	2.67
9128286R6	USA TREASURY 2.25%	2.250	04/30/2024		AA+	Aaa	1,000,000.00	1,023,050.23	1.12	1,057,031.25	1.14	2.97
912828XT2	USA TREASURY 2%	2.000	05/31/2024		AA+	Aaa	2,000,000.00	2,101,803.58	2.30	2,099,843.76	2.27	3.07
912828Y87	USA TREASURY 1.75%	1.750	07/31/2024		AA+	Aaa	2,000,000.00	2,087,272.33	2.29	2,085,703.12	2.26	3.25
912828U3	USA TREASURY 1.875%	1.875	08/31/2024		AA+	Aaa	1,000,000.00	1,012,382.81	1.11	1,047,148.44	1.13	3.33
Issuer total							15,500,000.00	15,696,143.45	17.21	16,020,305.68	17.34	2.15

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of March 31, 2021

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Federal Farm Credit Banks Funding Corp												
3133EA7E2	FEDERAL FARM CREDIT	1.960	11/07/2022		AA+	Aaa	2,000,000.00	2,030,580.00	2.23	2,057,638.14	2.23	1.58
3133EKKT2	FEDERAL FARM CREDIT	2.250	02/08/2023		AA+	Aaa	1,500,000.00	1,520,580.00	1.67	1,558,342.58	1.69	1.83
3133EKVB9	FEDERAL FARM CREDIT	1.860	10/17/2023		AA+	Aaa	2,000,000.00	1,993,956.00	2.19	2,080,037.16	2.25	2.48
3133EKKU9	FEDERAL FARM CREDIT	2.300	11/08/2023		AA+	Aaa	1,500,000.00	1,524,645.00	1.67	1,577,873.28	1.71	2.53
3133EMTD4	FEDERAL FARM CREDIT	0.370	03/15/2024	03/15/2022	AA+	Aaa	2,000,000.00	1,998,000.00	2.19	1,996,155.44	2.16	2.13
3133EMBE1	FEDERAL FARM CREDIT	0.300	03/28/2024		AA+	Aaa	2,000,000.00	1,998,500.00	2.19	1,996,064.66	2.16	2.02
3133EKNX0	FEDERAL FARM CREDIT	2.160	06/03/2024		AA+	Aaa	1,000,000.00	1,012,070.00	1.11	1,054,758.49	1.14	3.07
Issuer total							12,000,000.00	12,078,331.00	13.24	12,320,869.75	13.34	2.17
Federal National Mortgage Association												
3135G0U92	FANNIE MAE 2.625%	2.625	01/11/2022		AA+	Aaa	2,000,000.00	2,004,368.00	2.20	2,039,618.54	2.21	0.78
3135G0U43	FANNIE MAE 2.875%	2.875	09/12/2023		AA+	Aaa	2,000,000.00	2,081,960.00	2.28	2,128,046.46	2.30	2.38
3135G0V75	FANNIE MAE 1.75%	1.750	07/02/2024		AA+	Aaa	2,000,000.00	1,982,440.00	2.17	2,085,791.08	2.26	3.17
Issuer total							6,000,000.00	6,068,768.00	6.65	6,253,456.08	6.77	2.11
Bank of America Corp												
06051GHH5	BANK OF AMERICA CORP	3.499	05/17/2022	05/17/2021	A-	A2	1,500,000.00	1,536,450.00	1.68	1,505,585.93	1.63	0.13
06051GFZ7	BANK OF AMERICA CORP	2.503	10/21/2022	10/21/2021	A-	A2	1,000,000.00	1,002,230.00	1.10	1,011,628.44	1.09	0.55
06051GHF9	BANK OF AMERICA CORP	3.550	03/05/2024	03/05/2023	A-	A2	1,500,000.00	1,606,050.00	1.76	1,582,642.97	1.71	1.87
Issuer total							4,000,000.00	4,144,730.00	4.54	4,099,857.34	4.44	0.91
Wells Fargo Bank NA												
94988J6A0	WELLS FARGO BANK NA	2.082	09/09/2022	09/09/2021	A+	Aa2	1,500,000.00	1,524,525.00	1.67	1,511,424.29	1.64	0.44
94988J5R4	WELLS FARGO BANK NA	3.550	08/14/2023	07/14/2023	A+	Aa2	1,800,000.00	1,942,326.00	2.13	1,926,391.54	2.09	2.21
Issuer total							3,300,000.00	3,466,851.00	3.80	3,437,815.83	3.72	1.43

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of March 31, 2021

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
JPMorgan Chase & Co												
46625HJH4	JPMORGAN CHASE & CO	3.200	01/25/2023		A-	A2	1,000,000.00	1,031,190.00	1.13	1,050,372.96	1.14	1.77
46647PBQ8	JPMORGAN CHASE & CO	1.514	06/01/2024	06/01/2023	A-	A2	2,000,000.00	2,042,800.00	2.24	2,040,825.08	2.21	2.13
Issuer total							3,000,000.00	3,073,990.00	3.37	3,091,198.04	3.35	2.01
American Express Credit Corp												
0258M0EB1	AMERICAN EXPRESS	2.250	05/05/2021		A-	A2	1,000,000.00	1,010,770.00	1.11	1,000,000.00	1.08	0.01
0258M0EG0	AMERICAN EXPRESS	2.700	03/03/2022	01/31/2022	A-	A2	1,800,000.00	1,821,082.00	2.00	1,836,448.47	1.99	0.83
Issuer total							2,800,000.00	2,831,852.00	3.11	2,836,448.47	3.07	0.54
PNC Bank NA												
69353REF1	PNC BANK NA 3.3%	3.300	10/30/2024	09/30/2024	A	A2	2,500,000.00	2,737,590.00	3.00	2,724,120.23	2.95	3.32
Issuer total							2,500,000.00	2,737,590.00	3.00	2,724,120.23	2.95	3.32
Caterpillar Financial Services Corp												
14913Q2W8	CATERPILLAR FINL	2.650	05/17/2021		A	A3	1,600,000.00	1,603,504.00	1.76	1,604,667.70	1.74	0.13
14913Q3B3	CATERPILLAR FINL	2.150	11/08/2024		A	A3	1,000,000.00	1,048,770.00	1.15	1,046,349.51	1.13	3.47
Issuer total							2,600,000.00	2,652,274.00	2.91	2,651,017.21	2.87	1.45
John Deere Capital Corp												
24422EUM9	JOHN DEERE CAPITAL	3.650	10/12/2023		A	A2	950,000.00	1,005,926.50	1.10	1,025,401.64	1.11	2.40
24422EUX5	JOHN DEERE CAPITAL	2.600	03/07/2024		A	A2	1,450,000.00	1,476,419.00	1.62	1,535,594.25	1.66	2.84
Issuer total							2,400,000.00	2,482,345.50	2.72	2,560,995.89	2.77	2.66
Apple Inc												
037833AR1	APPLE INC 2.85%	2.850	05/06/2021		AA+	Aa1	400,000.00	402,680.00	0.44	400,916.75	0.43	0.10
037833DC1	APPLE INC 2.1%	2.100	09/12/2022	08/12/2022	AA+	Aa1	2,000,000.00	2,026,680.00	2.22	2,051,851.54	2.22	1.35
Issuer total							2,400,000.00	2,429,360.00	2.66	2,452,768.29	2.65	1.14

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of March 31, 2021

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
International Business Machines Corp												
459200JY8	IBM CORP 3%	3.000	05/15/2024		A	A2	2,000,000.00	2,141,300.00	2.35	2,144,323.20	2.32	2.97
Issuer total							2,000,000.00	2,141,300.00	2.35	2,144,323.20	2.32	2.97
American Honda Finance Corp												
02665WCA7	AMERICAN HONDA	2.600	11/16/2022		A-	A3	1,000,000.00	1,011,150.00	1.11	1,034,829.32	1.12	1.59
02665WCT6	AMERICAN HONDA	3.550	01/12/2024		A-	A3	1,000,000.00	1,090,440.00	1.20	1,079,055.55	1.17	2.66
Issuer total							2,000,000.00	2,101,590.00	2.30	2,113,884.87	2.29	2.15
PPG Industries Inc												
693506BQ9	PPG INDUSTRIES INC 2.4%	2.400	08/15/2024	07/15/2024	BBB+	A3	2,000,000.00	2,012,600.00	2.21	2,096,685.50	2.27	3.20
Issuer total							2,000,000.00	2,012,600.00	2.21	2,096,685.50	2.27	3.20
Toyota Motor Credit Corp												
89236TEU5	TOYOTA MOTOR CREDIT	2.950	04/13/2021		A+	A1	1,000,000.00	1,014,700.00	1.11	1,000,539.91	1.08	0.04
89236TGL3	TOYOTA MOTOR CREDIT	2.000	10/07/2024		A+	A1	1,000,000.00	999,410.00	1.10	1,041,801.09	1.13	3.39
Issuer total							2,000,000.00	2,014,110.00	2.21	2,042,341.00	2.21	1.70
Federal Home Loan Mortgage Corp												
3134GWN69	FREDDIE MAC 0.27%	0.270	09/14/2023	09/14/2021	AA+	Aaa	1,600,000.00	1,599,040.00	1.75	1,600,085.74	1.73	1.10
Issuer total							1,600,000.00	1,599,040.00	1.75	1,600,085.74	1.73	1.10
PNC Financial Services Group Inc/The												
693475AV7	PNC FINANCIAL	3.500	01/23/2024	12/24/2023	A-	A3	1,000,000.00	1,047,210.00	1.15	1,078,295.06	1.17	2.62
Issuer total							1,000,000.00	1,047,210.00	1.15	1,078,295.06	1.17	2.62
Procter & Gamble Co/The												
742718EB1	PROCTER & GAMBLE	3.100	08/15/2023		AA-	Aa3	1,000,000.00	1,041,328.13	1.14	1,065,098.08	1.15	2.30
Issuer total							1,000,000.00	1,041,328.13	1.14	1,065,098.08	1.15	2.30

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of March 31, 2021

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
US Bank NA/Cincinnati OH												
90331HPC1	US BANK NA CINCINNATI	2.650	05/23/2022	04/23/2022	AA-	A1	1,000,000.00	1,012,470.00	1.11	1,024,948.26	1.11	1.04
Issuer total							1,000,000.00	1,012,470.00	1.11	1,024,948.26	1.11	1.04
Microsoft Corp												
594918BX1	MICROSOFT CORP 2.875%	2.875	02/06/2024	12/06/2023	AAA	Aaa	960,000.00	993,734.40	1.09	1,023,834.96	1.11	2.61
Issuer total							960,000.00	993,734.40	1.09	1,023,834.96	1.11	2.61
Citibank NA												
17325FAQ1	CITIBANK NA 3.4%	3.400	07/23/2021	06/23/2021	A+	Aa3	1,000,000.00	1,015,040.00	1.11	1,006,930.00	1.09	0.23
Issuer total							1,000,000.00	1,015,040.00	1.11	1,006,930.00	1.09	0.23
Oracle Corp												
68389XBA2	ORACLE CORP 2.8%	2.800	07/08/2021		A	Baa2	1,000,000.00	1,000,360.00	1.10	1,006,574.71	1.09	0.27
Issuer total							1,000,000.00	1,000,360.00	1.10	1,006,574.71	1.09	0.27
Cisco Systems Inc/Delaware												
17275RBJ0	CISCO SYSTEMS INC	1.850	09/20/2021		AA-	A1	1,000,000.00	978,250.00	1.07	1,006,425.88	1.09	0.39
Issuer total							1,000,000.00	978,250.00	1.07	1,006,425.88	1.09	0.39
General Dynamics Corp												
369550BD9	GENERAL DYNAMICS	3.375	05/15/2023	04/15/2023	A	A2	943,000.00	984,840.91	1.08	999,821.65	1.08	1.97
Issuer total							943,000.00	984,840.91	1.08	999,821.65	1.08	1.97
Cash and Cash Equivalent												
	PENDING TRADE	0.000					0.00	(1,022,730.00)	0.00	(1,022,730.00)	(1.11)	0.00
Issuer total							0.00	(1,022,730.00)	0.00	(1,022,730.00)	(1.11)	0.00
Grand total							90,503,000.00	91,200,883.39	100.00	92,387,835.62	100.00	1.88

SECURITIES PURCHASED

For the period March 1, 2021 - March 31, 2021

Cusip	Description / Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Unit cost	Principal cost	Accrued interest
Corporate Bonds								
14913Q3B3	CATERPILLAR FINL SERVICE 2.15% CREDIT SUISSE SECURITIES (USA) LLC	03/10/2021 03/15/2021	2.150	11/08/2024	1,000,000.00	104.88	(1,048,770.00)	(7,584.72)
459200JY8	IBM CORP 3% 15MAY2024 CITIGROUP GLOBAL MARKETS INC.	03/19/2021 03/23/2021	3.000	05/15/2024	2,000,000.00	107.07	(2,141,300.00)	(21,333.33)
69353REF1	PNC BANK NA 3.3% 30OCT2024 PERSHING LLC	03/24/2021 03/30/2021	3.300	10/30/2024 09/30/2024	1,000,000.00	109.33	(1,093,290.00)	(13,750.00)
0258M0EGO	AMERICAN EXPRESS CREDIT 2.7% BARCLAYS CAPITAL	03/30/2021 04/05/2021	2.700	03/03/2022 01/31/2022	1,000,000.00	102.03	(1,020,330.00)	(2,400.00)
Total Corporate Bonds					5,000,000.00		(5,303,690.00)	(45,068.05)
Government Agencies								
3133EMTD4	FEDERAL FARM CREDIT BANK 0.37% RBC DOMINION SECURITIES	03/10/2021 03/15/2021	0.370	03/15/2024 03/15/2022	2,000,000.00	99.90	(1,998,000.00)	0.00
3130ALN75	FEDERAL HOME LOAN BANK 0.54% U.S. BANK TRUST	03/10/2021 03/29/2021	0.540	08/29/2024 06/29/2021	3,000,000.00	100.00	(3,000,000.00)	0.00
Total Government Agencies					5,000,000.00		(4,998,000.00)	0.00
Government Bonds								
912828XT2	USA TREASURY 2% 31MAY2024 NATWEST MARKETS PLC	03/19/2021 03/23/2021	2.000	05/31/2024	2,000,000.00	105.09	(2,101,803.58)	(12,417.58)
912828Y87	USA TREASURY 1.75% 31JUL2024 TORONTO DOMINION BANK, THE	03/19/2021 03/23/2021	1.750	07/31/2024	2,000,000.00	104.36	(2,087,272.33)	(4,930.94)
Total Government Bonds					4,000,000.00		(4,189,075.91)	(17,348.52)
Grand total					14,000,000.00		(14,490,765.91)	(62,416.57)

SECURITIES SOLD AND MATURED

For the period March 1, 2021 - March 31, 2021

Cusip	Description / Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost at sale or maturity	Price	Fair value at sale or maturity	Realized gain (loss)	Accrued interest sold
Corporate Bonds											
17275RBD3	CISCO SYSTEMS 2.2% SNR 28/02/2021 USD	03/01/2021 03/01/2021	2.200		(1,500,000.00)	1,485,735.00	1,500,000.00	0.00	1,500,000.00	0.00	0.00
14913Q2G3	CATERPILLAR FINL 2.9% DUE 03-15-2021	03/15/2021 03/15/2021	2.900		(1,000,000.00)	1,016,070.00	1,000,000.00	0.00	1,000,000.00	0.00	0.00
69353REW4	PNC BANK NA 2.15% 29APR2021 (CALLABLE 30MAR21)	03/30/2021 03/30/2021	2.150		(1,000,000.00)	1,009,730.00	1,000,000.00	0.00	1,000,000.00	0.00	0.00
Total (Corporate Bonds)					(3,500,000.00)	3,511,535.00	3,500,000.00		3,500,000.00	0.00	0.00
Government Agencies											
3130A0XD7	FEDERAL HOME LN BKS 2.375 03-12-2021	03/12/2021 03/12/2021	2.375		(2,500,000.00)	2,493,802.58	2,500,000.00	0.00	2,500,000.00	0.00	0.00
Total (Government Agencies)					(2,500,000.00)	2,493,802.58	2,500,000.00		2,500,000.00	0.00	0.00
Grand total					(6,000,000.00)	6,005,337.58	6,000,000.00		6,000,000.00	0.00	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period March 1, 2021 - March 31, 2021

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Corporate Bonds						
0258M0EB1	AMERICAN EXPRESS CREDIT 2.25% 05MAY2021 (CALLABLE 05APR21)	(947.51)	0.00	(1,900.00)	2,062.50	0.00
0258M0EG0	AMERICAN EXPRESS CREDIT 2.7% 03MAR2022 (CALLABLE 31JAN22)	(22.11)	0.00	(1,563.27)	1,980.00	10,800.00
02665WCA7	AMERICAN HONDA FINANCE 2.6% 16NOV2022	(275.09)	0.00	(2,148.22)	2,383.33	0.00
02665WCT6	AMERICAN HONDA FINANCE 3.55% 12JAN2024	(2,500.64)	0.00	(3,711.96)	3,254.17	0.00
037833DC1	APPLE INC 2.1% 12SEP2022 (CALLABLE 12AUG22)	(883.44)	0.00	715.36	3,850.00	21,000.00
037833AR1	APPLE INC 2.85% 06MAY2021	(197.06)	0.00	(984.97)	1,045.00	0.00
06051GFZ7	BANK OF AMERICA CORP 2.503% 21OCT2022 (CALLABLE 21OCT21)	(80.02)	0.00	(2,063.38)	2,294.41	0.00
06051GHH5	BANK OF AMERICA CORP 3.499% 17MAY2022 (CALLABLE 17MAY21)	(3,504.80)	0.00	(4,355.56)	4,811.12	0.00
06051GHF9	BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23)	(3,348.94)	0.00	(7,678.98)	4,881.25	26,625.00
14913Q2G3	CATERPILLAR FINL 2.9% DUE 03-15-2021	(748.60)	0.00	(977.64)	1,369.44	14,500.00
14913Q3B3	CATERPILLAR FINL SERVICE 2.15% 08NOV2024	(776.47)	0.00	(2,420.49)	955.56	0.00
14913Q2W8	CATERPILLAR FINL SERVICE 2.65% 17MAY2021	(250.88)	0.00	(3,520.80)	3,886.66	0.00
17275RBD3	CISCO SYSTEMS 2.2% SNR 28/02/2021 USD	0.00	0.00	0.00	0.00	16,500.00
17275RBJ0	CISCO SYSTEMS INC 1.85% 20SEP2021 (CALLABLE 20AUG21)	709.24	0.00	(860.26)	1,695.84	9,250.00
17325FAQ1	CITIBANK NA 3.4% 23JUL2021 (CALLABLE 23JUN21)	(586.24)	0.00	(2,869.59)	3,116.66	0.00
369550BD9	GENERAL DYNAMICS CORP 3.375% 15MAY2023 (CALLABLE 15APR23)	(919.58)	0.00	(2,887.27)	2,917.41	0.00
459200JY8	IBM CORP 3% 15MAY2024	(1,491.29)	0.00	3,023.20	1,333.34	0.00
24422EUX5	JOHN DEERE CAPITAL CORP 2.6% 07MAR2024	(480.64)	0.00	(8,277.39)	3,455.83	18,850.00
24422EUM9	JOHN DEERE CAPITAL CORP 3.65% 12OCT2023	(1,144.47)	0.00	(7,470.09)	3,178.55	0.00
46647PBQ8	JPMORGAN CHASE & CO 1.514% 01JUN2024 (CALLABLE 01JUN23)	(1,331.95)	0.00	(5,417.70)	2,775.66	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period March 1, 2021 - March 31, 2021

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Corporate Bonds						
46625HJH4	JPMORGAN CHASE & CO 3.2% 25JAN2023	(745.57)	0.00	(4,059.17)	2,933.34	0.00
594918BX1	MICROSOFT CORP 2.875% 06FEB2024 (CALLABLE 06DEC23)	(640.93)	0.00	(2,332.17)	2,530.00	0.00
68389XBA2	ORACLE CORP 2.8% 08JUL2021	(12.35)	0.00	(2,305.94)	2,566.67	0.00
69353REW4	PNC BANK NA 2.15% 29APR2021 (CALLABLE 30MAR21)	(766.14)	0.00	(1,526.97)	1,911.12	9,018.06
69353REF1	PNC BANK NA 3.3% 30OCT2024 (CALLABLE 30SEP24)	(3,855.68)	0.00	(12,820.23)	3,987.50	0.00
693475AV7	PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	(891.32)	0.00	(5,884.11)	3,208.33	0.00
693506BQ9	PPG INDUSTRIES INC 2.4% 15AUG2024 (CALLABLE 15JUL24)	(228.40)	0.00	(5,345.20)	4,400.00	0.00
742718EB1	PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	(834.92)	0.00	(6,094.65)	2,841.67	0.00
89236TGL3	TOYOTA MOTOR CREDIT CORP 2% 07OCT2024	10.35	0.00	(5,674.84)	1,833.34	0.00
89236TEU5	TOYOTA MOTOR CREDIT CORP 2.95% 13APR2021	(1,260.00)	0.00	(2,605.56)	2,704.17	0.00
90331HPC1	US BANK NA CINCINNATI 2.65% 23MAY2022 (CALLABLE 22APR22)	(367.85)	0.00	(2,684.58)	2,429.16	0.00
94988J6A0	WELLS FARGO BANK NA 2.082% 09SEP2022 (CALLABLE 09SEP21)	(1,695.27)	0.00	(2,249.32)	2,862.75	15,615.00
94988J5R4	WELLS FARGO BANK NA 3.55% 14AUG2023 (CALLABLE 14JUL23)	(4,776.04)	0.00	(10,625.81)	5,857.50	0.00
Total Corporate Bonds		(34,844.61)	0.00	(119,577.56)	91,312.28	142,158.06
Government Agencies						
3135G0V75	FANNIE MAE 1.75% 02JUL2024	293.65	0.00	(3,541.44)	3,208.34	0.00
3135G0U92	FANNIE MAE 2.625% 11JAN2022	(124.80)	0.00	(3,782.24)	4,812.50	0.00
3135G0U43	FANNIE MAE 2.875% 12SEP2023	(1,620.83)	0.00	(2,216.70)	5,270.83	28,750.00
3133EMBE1	FEDERAL FARM CREDIT BANK 0.3% 28MAR2024 (CALLABLE 13APR21)	35.68	0.00	(494.92)	550.00	3,000.00
3133EMTD4	FEDERAL FARM CREDIT BANK 0.37% 15MAR2024 (CALLABLE 15MAR22)	38.67	0.00	(1,844.56)	328.89	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period March 1, 2021 - March 31, 2021

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Government Agencies						
3133EKVB9	FEDERAL FARM CREDIT BANK 1.86% 17OCT2023	119.05	0.00	(2,875.98)	3,410.00	0.00
3133EA7E2	FEDERAL FARM CREDIT BANK 1.96% 07NOV2022	(928.54)	0.00	(3,071.36)	3,593.33	0.00
3133EKNX0	FEDERAL FARM CREDIT BANK 2.16% 03JUN2024	(203.65)	0.00	(1,843.74)	1,980.00	0.00
3133EKKT2	FEDERAL FARM CREDIT BANK 2.25% 08FEB2023	(472.01)	0.00	(2,516.49)	3,093.75	0.00
3133EKKU9	FEDERAL FARM CREDIT BANK 2.3% 08NOV2023	(468.54)	0.00	(2,761.50)	3,162.50	0.00
3130A0XD7	FEDERAL HOME LN BKS 2.375 03-12-2021	104.16	0.00	(1,803.15)	2,309.03	29,687.50
3130AKX84	FEDERAL HOME LOAN BANK 0.27% 23AUG2024 (CALLABLE 23AUG21)	11.84	0.00	(2,772.30)	247.50	0.00
3130AL7C2	FEDERAL HOME LOAN BANK 0.5% 25AUG2025 (CALLABLE 25AUG21)	0.00	0.00	(11,562.72)	916.67	0.00
3130ALN75	FEDERAL HOME LOAN BANK 0.54% 29AUG2024 (CALLABLE 29JUN21)	0.00	0.00	(4,506.06)	90.00	0.00
3130AADV7	FEDERAL HOME LOAN BANK 2% 03DEC2021 #0000	454.57	0.00	(1,769.02)	1,833.34	0.00
313380GJ0	FEDERAL HOME LOAN BANK 2% 09SEP2022 #0000	125.86	0.00	(1,417.28)	1,833.33	10,000.00
313379Q69	FEDERAL HOME LOAN BANK 2.125% 10JUN2022	132.71	0.00	(1,565.88)	1,947.91	0.00
3130AB3H7	FEDERAL HOME LOAN BANK 2.375% 08MAR2024	(804.13)	0.00	(4,411.54)	4,354.16	23,750.00
3130A3KM5	FEDERAL HOME LOAN BANK 2.5% 09DEC2022	(764.17)	0.00	(3,600.21)	3,437.50	0.00
313378WG2	FEDERAL HOME LOAN BANK 2.5% 11MAR2022	(570.16)	0.00	(3,694.38)	4,583.34	25,000.00
313373ZY1	FEDERAL HOME LOAN BANK 3.625% 11JUN2021	(1,730.72)	0.00	(6,039.74)	6,645.84	0.00
3134GWN69	FREDDIE MAC 0.27% 14SEP2023 (CALLABLE 14SEP21)	26.54	0.00	2,478.65	396.00	2,160.00
Total Government Agencies		(6,344.82)	0.00	(65,612.56)	58,004.76	122,347.50
Government Bonds						
912828S35	USA TREASURY 1.375% 30JUN2023	328.16	0.00	(625.00)	1,177.49	0.00

DETAIL OF RETURN AND INTEREST RECEIVED

For the period March 1, 2021 - March 31, 2021

Cusip	Description	Accretion (amortization)	Realized gain (loss)	Change in fair value	Interest earned	Interest received
Government Bonds						
9128282D1	USA TREASURY 1.375% 31AUG2023	667.73	0.00	(1,484.38)	2,316.58	13,750.00
912828YT1	USA TREASURY 1.5% 30NOV2021	(51.28)	0.00	(1,640.61)	1,916.21	0.00
912828Y87	USA TREASURY 1.75% 31JUL2024	(851.44)	0.00	(1,569.21)	773.48	0.00
912828W55	USA TREASURY 1.875% 28FEB2022	483.18	0.00	(1,601.57)	1,579.48	9,375.00
9128282U3	USA TREASURY 1.875% 31AUG2024	(220.61)	0.00	(2,617.18)	1,579.48	9,375.00
912828WN6	USA TREASURY 2% 31MAY2021	864.30	0.00	(3,185.24)	3,406.59	0.00
912828XT2	USA TREASURY 2% 31MAY2024	(1,045.03)	0.00	(1,959.82)	879.12	0.00
9128286R6	USA TREASURY 2.25% 30APR2024	(451.40)	0.00	(2,343.75)	1,926.80	0.00
912828V23	USA TREASURY 2.25% 31DEC2023	(363.20)	0.00	(1,992.19)	1,926.79	0.00
912828Y61	USA TREASURY 2.75% 31JUL2023	(925.86)	0.00	(2,187.50)	2,354.97	0.00
Total Government Bonds		(1,565.45)	0.00	(21,206.45)	19,836.99	32,500.00
Grand total		(42,754.88)	0.00	(206,396.57)	169,154.03	297,005.56

TRANSACTION REPORT

For the period March 1, 2021 - March 31, 2021

Trade date Settle date	Cusip	Transaction	Sec type	Description	Maturity	Par value or shares	Realized gain(loss)	Principal	Interest	Transaction total
02/28/2021 02/28/2021	17275RBD3	Income	Corporate Bonds	CISCO SYSTEMS 2.2% SNR	02/28/2021	1,500,000.00	0.00	0.00	16,500.00	16,500.00
02/28/2021 02/28/2021	9128282D1	Income	Government Bonds	USA TREASURY 1.375%	08/31/2023	2,000,000.00	0.00	0.00	13,750.00	13,750.00
02/28/2021 02/28/2021	9128282U3	Income	Government Bonds	USA TREASURY 1.875%	08/31/2024	1,000,000.00	0.00	0.00	9,375.00	9,375.00
02/28/2021 02/28/2021	912828W55	Income	Government Bonds	USA TREASURY 1.875%	02/28/2022	1,000,000.00	0.00	0.00	9,375.00	9,375.00
03/01/2021 03/01/2021	17275RBD3	Capital Change	Corporate Bonds	CISCO SYSTEMS 2.2% SNR	02/28/2021	(1,500,000.00)	0.00	1,500,000.00	0.00	1,500,000.00
03/03/2021 03/03/2021	0258M0EG0	Income	Corporate Bonds	AMERICAN EXPRESS CREDIT	03/03/2022	800,000.00	0.00	0.00	10,800.00	10,800.00
03/05/2021 03/05/2021	06051GHF9	Income	Corporate Bonds	BANK OF AMERICA CORP 3.55%	03/05/2024	1,500,000.00	0.00	0.00	26,625.00	26,625.00
03/08/2021 03/08/2021	24422EUX5	Income	Corporate Bonds	JOHN DEERE CAPITAL CORP	03/07/2024	1,450,000.00	0.00	0.00	18,850.00	18,850.00
03/08/2021 03/08/2021	3130AB3H7	Income	Government Agencies	FEDERAL HOME LOAN BANK	03/08/2024	2,000,000.00	0.00	0.00	23,750.00	23,750.00
03/09/2021 03/09/2021	313380GJ0	Income	Government Agencies	FEDERAL HOME LOAN BANK 2%	09/09/2022	1,000,000.00	0.00	0.00	10,000.00	10,000.00
03/09/2021 03/09/2021	94988J6A0	Income	Corporate Bonds	WELLS FARGO BANK NA 2.082%	09/09/2022	1,500,000.00	0.00	0.00	15,615.00	15,615.00
03/10/2021 03/15/2021	14913Q3B3	Bought	Corporate Bonds	CATERPILLAR FINL SERVICE	11/08/2024	1,000,000.00	0.00	(1,048,770.00)	(7,584.72)	(1,056,354.72)
03/10/2021 03/29/2021	3130ALN75	Bought	Government Agencies	FEDERAL HOME LOAN BANK	08/29/2024	3,000,000.00	0.00	(3,000,000.00)	0.00	(3,000,000.00)
03/10/2021 03/15/2021	3133EMTD4	Bought	Government Agencies	FEDERAL FARM CREDIT BANK	03/15/2024	2,000,000.00	0.00	(1,998,000.00)	0.00	(1,998,000.00)
03/11/2021 03/11/2021	313378WG2	Income	Government Agencies	FEDERAL HOME LOAN BANK	03/11/2022	2,000,000.00	0.00	0.00	25,000.00	25,000.00
03/12/2021 03/12/2021	037833DC1	Income	Corporate Bonds	APPLE INC 2.1% 12SEP2022	09/12/2022	2,000,000.00	0.00	0.00	21,000.00	21,000.00
03/12/2021 03/12/2021	3130A0XD7	Income	Government Agencies	FEDERAL HOME LN BKS 2.375	03/12/2021	2,500,000.00	0.00	0.00	29,687.50	29,687.50

TRANSACTION REPORT

For the period March 1, 2021 - March 31, 2021

Trade date Settle date	Cusip	Transaction	Sec type	Description	Maturity	Par value or shares	Realized gain(loss)	Principal	Interest	Transaction total
03/12/2021 03/12/2021	3130A0XD7	Capital Change	Government Agencies	FEDERAL HOME LN BKS 2.375	03/12/2021	(2,500,000.00)	0.00	2,500,000.00	0.00	2,500,000.00
03/12/2021 03/12/2021	3135G0U43	Income	Government Agencies	FANNIE MAE 2.875%	09/12/2023	2,000,000.00	0.00	0.00	28,750.00	28,750.00
03/14/2021 03/14/2021	3134GWN69	Income	Government Agencies	FREDDIE MAC 0.27%	09/14/2023	1,600,000.00	0.00	0.00	2,160.00	2,160.00
03/15/2021 03/15/2021	14913Q2G3	Income	Corporate Bonds	CATERPILLAR FINL 2.9% DUE	03/15/2021	1,000,000.00	0.00	0.00	14,500.00	14,500.00
03/15/2021 03/15/2021	14913Q2G3	Capital Change	Corporate Bonds	CATERPILLAR FINL 2.9% DUE	03/15/2021	(1,000,000.00)	0.00	1,000,000.00	0.00	1,000,000.00
03/19/2021 03/23/2021	459200JY8	Bought	Corporate Bonds	IBM CORP 3% 15MAY2024	05/15/2024	2,000,000.00	0.00	(2,141,300.00)	(21,333.33)	(2,162,633.33)
03/19/2021 03/23/2021	912828XT2	Bought	Government Bonds	USA TREASURY 2% 31MAY2024	05/31/2024	2,000,000.00	0.00	(2,101,803.58)	(12,417.58)	(2,114,221.16)
03/19/2021 03/23/2021	912828Y87	Bought	Government Bonds	USA TREASURY 1.75%	07/31/2024	2,000,000.00	0.00	(2,087,272.33)	(4,930.94)	(2,092,203.27)
03/20/2021 03/20/2021	17275RBJ0	Income	Corporate Bonds	CISCO SYSTEMS INC 1.85%	09/20/2021	1,000,000.00	0.00	0.00	9,250.00	9,250.00
03/24/2021 03/30/2021	69353REF1	Bought	Corporate Bonds	PNC BANK NA 3.3% 30OCT2024	10/30/2024	1,000,000.00	0.00	(1,093,290.00)	(13,750.00)	(1,107,040.00)
03/28/2021 03/28/2021	3133EMBE1	Income	Government Agencies	FEDERAL FARM CREDIT BANK	03/28/2024	2,000,000.00	0.00	0.00	3,000.00	3,000.00
03/30/2021 04/05/2021	0258M0EG0	Bought	Corporate Bonds	AMERICAN EXPRESS CREDIT	03/03/2022	1,000,000.00	0.00	(1,020,330.00)	(2,400.00)	(1,022,730.00)
03/30/2021 03/30/2021	69353REW4	Income	Corporate Bonds	PNC BANK NA 2.15%	04/29/2021	1,000,000.00	0.00	0.00	9,018.06	9,018.06
03/30/2021 03/30/2021	69353REW4	Capital Change	Corporate Bonds	PNC BANK NA 2.15%	04/29/2021	(1,000,000.00)	0.00	1,000,000.00	0.00	1,000,000.00

ADDITIONAL INFORMATION

As of March 31, 2021

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

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Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. INA charges management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that \$30 million is invested in an account with INA, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to \$38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be \$38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. INA's investment advisory fees are discussed in Part 2A of its Form ADV.

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For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S Treasury and U.S agency securities a quality rating based on the methodology used within the respective benchmark index. When Moody's, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moody's and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategy's holdings may differ substantially from the securities that comprise the indices shown.

The ICE BofA 3 Month US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The ICE BofA 6 Month US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The ICE BofA 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The ICE BofA 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

ADDITIONAL INFORMATION

As of March 31, 2021

Insight does not provide tax or legal advice to its clients and all investors are strongly urged to consult their tax and legal advisors regarding any potential strategy or investment.

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Industry Concentration Report - City of Menlo Park							
March 31, 2021							
Cusip/Id	Description	Industry	Moody Rating	S&P Rating	Par	% Portfolio	% Industry
89236TEU5	TOYOTA MOTOR CREDIT 2.95% 13APR2021	Automotive	A1	A+	\$ 1,000,000	1%	
89236TGL3	TOYOTA MOTOR CREDIT 2.00% 07OCT2024	Automotive	A1	A+	\$ 1,000,000	1%	
02665WCA7	AMERICAN HONDA FINANCE 2.6% 16NOV2022	Automotive	A2	A	\$ 1,000,000	1%	
02665WCT6	AMERICAN HONDA FINANCE 3.5% 23JAM2024	Automotive	A2	A	\$ 1,000,000	1%	4%
90331HPC1	US BANK NA CINCINNATI 2.65% 23MAY2022 (CALLABLE 22APR22)	Banking	A1	AA-	\$ 1,000,000	1%	
0258M0EG0	AMERICAN EXPRESS CREDIT 2.7% 03MAR2022 (CALLABLE 31JAN22)	Banking	A2	A-	\$ 800,000	1%	
0258M0EB1	AMERICAN EXPRESS CREDIT 2.25% 5MAY2021 (CALLABLE 4APR21)	Banking	A2	A-	\$ 1,000,000	1%	
17325FAQ1	CITIBANK NA 3.4% 23JUL2021 (CALLABLE 23JUN21)	Banking	Aa3	A+	\$ 1,000,000	1%	
94988J6A0	WELLS FARGO NA 2.082% 09SEP2022	Banking	Aa2	A+	\$ 1,500,000	2%	
94988J5R4	WELLS FARGO NA 3.55% 14AUG2023 (CALLABLE 14JUL20023)	Banking	Aa2	A+	\$ 1,800,000	2%	
693475AV7	PNC FINSERVGRUP 3.5% 23JAN2024 (CALLABLE 24DEC2023)	Banking	A3	A-	\$ 1,000,000	1%	
69353REF1	PNC BANK NA 3.3% 30OCT2024 (CALLABLE 30SEP2024)	Banking	A3	A-	\$ 2,500,000	3%	
06051GFZ7	BANK OF AMERICA NA 2.503% 21OCT2022 (CALLABLE 21OCT2021)	Banking	A2	A-	\$ 1,000,000	1%	
06051GHH5	BANK OF AMERICA NA 3.499% 17MAY2022 (CALLABLE 17MAY2021)	Banking	A2	A-	\$ 1,500,000	2%	
06051GHF9	BANK OF AMERICA NA 3.55% 5MAR2024 (CALLABLE 5MAR2023)	Banking	A2	A-	\$ 1,500,000	2%	
46625HJH4	JPMORGAN CHASE & CO 3.2% 25JAN2023	Banking	A2	A-	\$ 1,000,000	1%	
46647PBQ8	JPMORGAN CHASE & CO 1.514% 01JUN2024 (CALLABLE 01JUN23)	Banking	A2	A-	\$ 2,000,000	2%	20%
14913Q2W8	CATERPILLAR 2.65% 17MAY2021	Machinery	A3	A	\$ 1,600,000	2%	
14913Q3B3	CATERPILLAR 2.15% 8NOV2024	Machinery	A3	A	\$ 1,000,000	1%	
24422EUM9	JOHN DEERE CAPITAL CORP 3.65% 12OCT2023	Machinery	A2	A	\$ 950,000	1%	
24422EUX5	JOHN DEERE CAPITAL CORP 2.6% 07MAR2024	Machinery	A2	A	\$ 1,450,000	2%	6%
742718EB1	PROCTER & GAMBLE CORP 3.1% 15AUG2023	Consumer Products	Aa3	AA-	\$ 1,000,000	1%	1%
693506BQ9	PPG INDUSTRIES INC 2.4% 15AUG2024	Chemicals	A3	A-	\$ 2,000,000	2%	2%
369550BD9	GENERAL DYNAMICS 3.375% 15MAY2023	Aerospace	A2	A+	\$ 943,000	1%	1%
68389XBA2	ORACLE CORP 2.8% 08JUL2021	Technology	A1	AA-	\$ 1,000,000	1%	
037833AR1	APPLE INC 2.85% 06MAY2021	Technology	Aa1	AA+	\$ 400,000	0%	
037833DC1	APPLE INC 2.19% 12SEP2022 (CALLABLE 12AUG2022)	Technology	Aa1	AA+	\$ 2,000,000	2%	
459200JY8	IBM CORP 3.0% 15MAY2024	Technology	A2	A	\$ 2,000,000	2%	
17275RBJ0	CISCO SYSTEMS INC 1.85% 20SEP2021	Technology	A1	AA-	\$ 1,000,000	1%	
594918BX1	MICROSOFT CORP 2.875% 02FEB2024 (CALLABLE 06DEC23)	Technology	Aaa	AAA	\$ 960,000	1%	8%
Corporate					\$ 37,903,000	42%	
Term Portfolio					\$ 89,480,270		



STAFF REPORT

City Council

Meeting Date:

4/27/2021

Staff Report Number:

21-092-CC

Consent Calendar:

Authorize the city manager to enter into a five-year contract with OpenCities for an amount not to exceed \$150,000 for website design and hosting services

Recommendation

Staff recommends the City Council the city manager to enter into a five-year contract with OpenCities for website design and hosting services not to exceed \$150,000.

Policy Issues

The multiyear nature of this contract raises the total cost above the City Manager's purchasing authority, requiring City Council approval.

Background

The City of Menlo Park maintains its official government website (Attachment B.) The existing website consists of approximately:

- 3,669 webpages
- 6,331 documents
- 24,384 content links
- 80 content authors/providers
- 12,500 average visitors per week

The current city website was launched in April 2014 and is overdue for a redesign/update. The content management system was a leap forward at the time, but is now outdated. Improvements in site search, mobile-responsiveness and accessibility are needed to provide efficient service to the community.

Analysis

City Councilmembers, residents and staff have identified the need for a robust website that is easier to use and capable of meeting the needs of today and the future. City staff evaluated several website providers that were capable of meeting the technical needs, hosting and support requirements and budget limitations from the city. Staff sought a "best-of-breed" solution and recommends OpenCities for website design and hosting solutions. Additional factors that led to this recommendation are the vendor's focus on the digital customer experience, quick launch of a beta site for public experience/evaluation and enhanced staff training related to workflows, customer service and writing for the web.

Additionally, OpenCities has a formal partnership with Accela for citizen requests and enhanced online permit experience. This integration will preserve and enhance the functionality of our current online

permitting system.

Scope of work

The project will deliver a managed cloud solution, including:

- Enterprise grade hosting, security, bandwidth (to limit) and storage using Microsoft Azure Gov Data Center with 99.9 percent up-time services level agreement (SLA); DDOS mitigation
- Maintenance, upgrades and new functionality (continuous releases)
- Accessibility commitment to global standard (WCAG 2.1 AA)
- Unlimited 24/7 telephone help desk for Priority level 1 severity issues
- Unlimited online help desk for all other support and issues per SLA
- Regular “checkup” meetings with the customer success team to explore site improvements focused on enhancing usability
- Ability to continually evolve the site design at no additional cost

The primary variable for the launch timeline is the amount of time needed by the city for the visual design process and the initial staff training. The project can be ready to launch a beta website within a matter of weeks, and our goal would be to have the beta site up by summer 2021. This would leave our main website operating simultaneously as a resource up to and until its contract expiration in October 2021. The approximately three-month overlap would provide opportunities to gather public feedback, prioritize customer-facing services and update content for the new site.

Impact on City Resources

The project costs include one-time setup cost of approximately \$37,000 and annual subscription cost of approximately \$21,000, for a first year total of approximately \$58,000. The city has budgeted \$100,000 through the Information Technology Master Plan for the first year implementation of the website replacement project. Future annual costs will be incorporated into the annual operating budget through the budget process.

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. OpenCities proposal
- B. Hyperlink – city website: menlopark.org

Report prepared by:
Clay J. Curtin, Public Engagement Manager



Transform your website, forms, and digital customer experience, without any custom code.

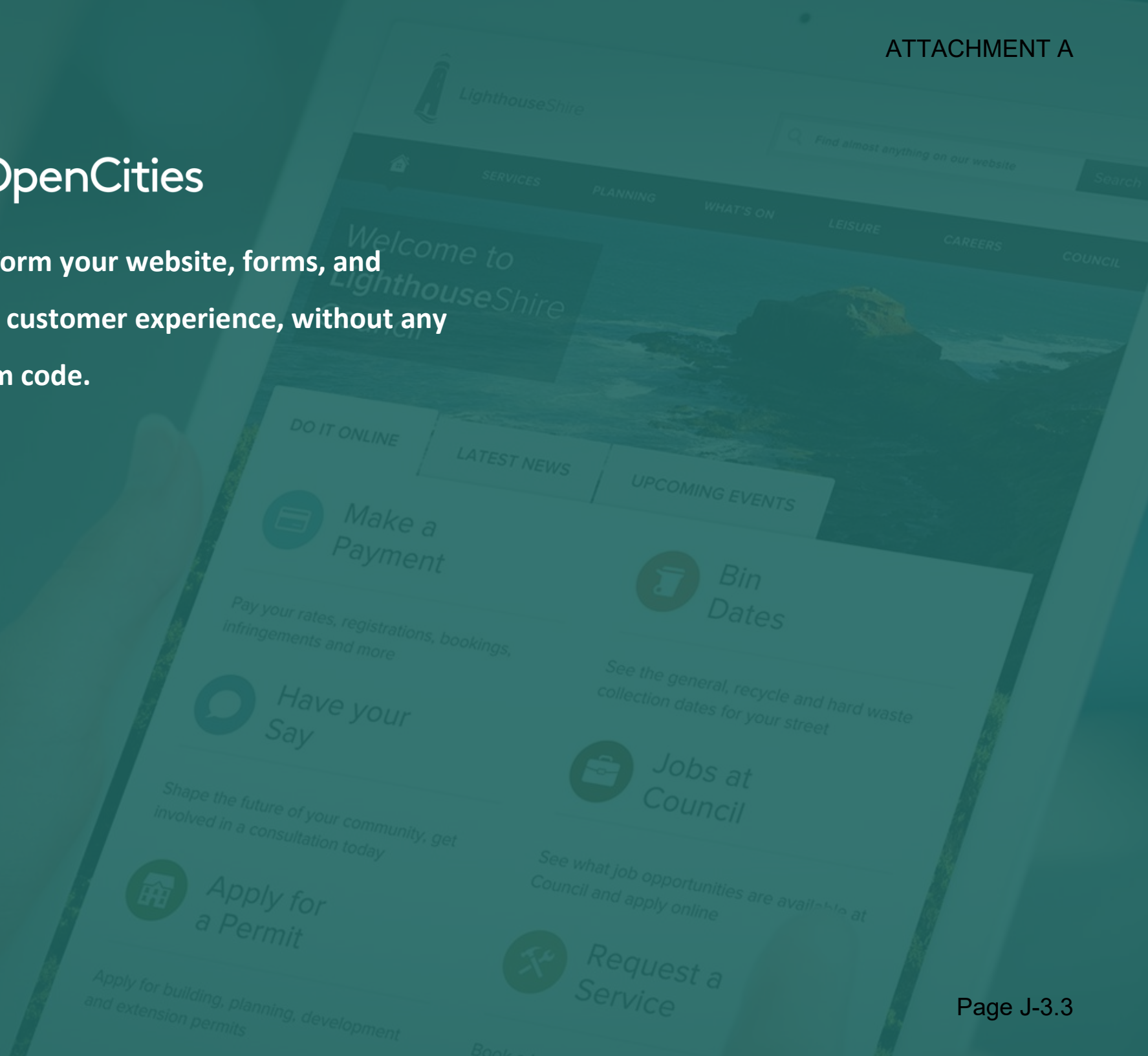


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OpenCities' Approach

Thank you for the opportunity to introduce you to OpenCities and our work transforming local government. Today, the **City's website has become the digital front door to all city resources and departments.** By default, it must be easy for users to find what they are looking for and transact their business on whatever device they prefer. And because city departments need to provide excellent digital content in order to assure that experience for users, the website must be easy to update and maintain. A CMS alone is not enough. **It is time for a better approach to envisioning, building, maintaining, and growing the city website.**

OpenCities offers a complete package of services and technology that deliver a mobile responsive, accessible/compliant, fully featured and affordable website without any custom development. **We have over 12 years of experience providing best practices for effective government websites and promote a "Digital Services" approach** to convert your site from providing marketing and information to become a fully transactional digital services portal. The **OpenCities approach has produced significant ROI for our government partners,** like Grand Rapids, Michigan who **reduced walk-in traffic 20%** by launching 200+ digital services, and Orlando, Florida who **increased customer satisfaction by 65%.** OpenCities puts the public and the government employees jointly at the center of our solution. An active local government user community drives the OpenCities product roadmap, ensuring our technology is continually evolving in a way that creates ongoing value for our customers. **Simply put, the City will never be left with an outdated website or with the need to spend tens of thousands of dollars to redesign its site in the future.**



Annual Subscription - \$21,000

Delivered as a managed cloud solution, the annual subscription fee includes:

- Enterprise grade Hosting, Security, Bandwidth (to limit) and Storage using Microsoft Azure Gov Data Center with 99.9% Services Level Agreement (SLA); DDOS mitigation
- Maintenance, upgrades, and new functionality (continuous releases)
- Accessibility commitment to global standard (WCAG 2.1 AA)
- Unlimited 24/7 telephone helpdesk for Priority level 1 severity issues
- Unlimited online helpdesk for all other support and issues per SLA
- Twice annual “check-up” with OpenCities customer success team to explore site improvements focused on enhancing your usability
- Access to Theme Builder to continually evolve your site design at no additional cost

Website Subscription (Unlimited Users)

Includes all functionality planned for subscriptions / email / alerts

OpenForms Enterprise + Workflow

(30 Users & 100 Forms for OpenForms)

Included: Imperva Security Upgrade (WAF, BOT, DDOS, CDN)

Optional: Azure AD SSO



One Time Set Up - \$37,000

One-time OpenCities setup and related fees are based on the level of assistance your City needs for its digital transformation. OpenCities includes in this cost the following services performed by our team:

- Virtual meetings for project initiation and workshopping
- Production of visual design for new City website
- Comprehensive site administrator and content publisher training
- Delivery of project subject to the Scope included in this proposal
- Consultation and coaching on governance, content creation and content migration

NOTE: No travel included. Project delivered virtually.

OpenCities Services Package - Configuration, project management, and support on best practices during project set up + launch, includes set up of main site.

OpenCities Training Package – Training sessions for up to 25 staff each (content publishers, site admin, OpenForms)

Enhanced Design Package – This package includes three design options with up to five round of iteration and internal page design.

Page Audit & Navigation - If you are unsure which pages on your site you want to archive, improve, or migrate as is, or are unsure of the ideal navigation on the new site, OpenCities will review your pages and page-view analytics to recommend a site navigation and migration strategy. We will note where we recommend improving content using our template functionality, as well as where we recommend combining content to improve the accessibility, usability, and usefulness.

Content Migration

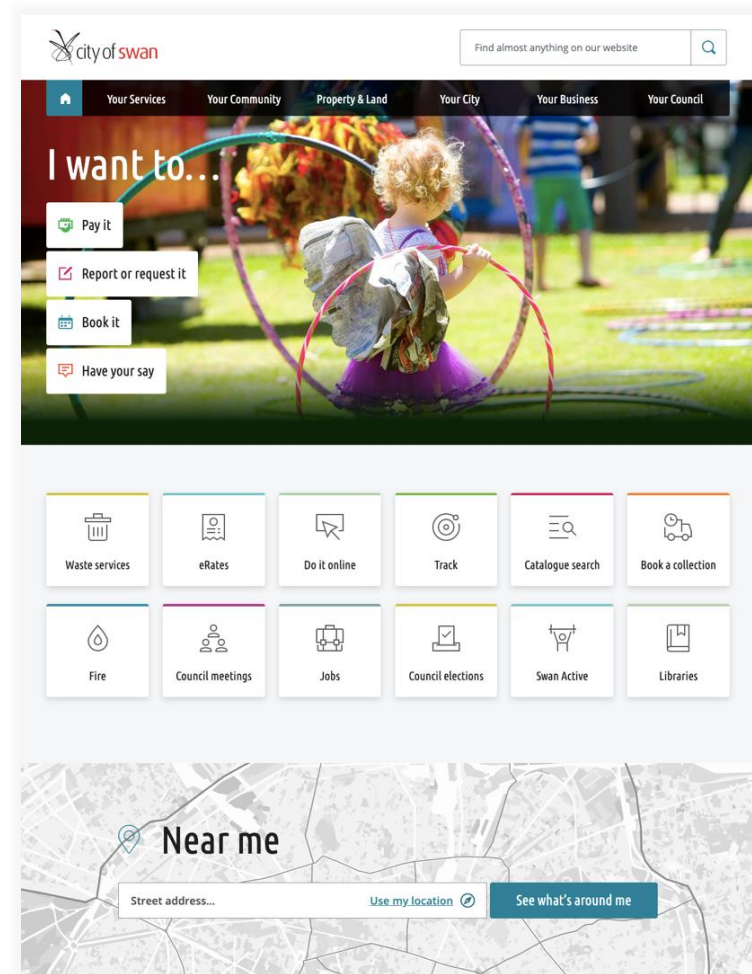
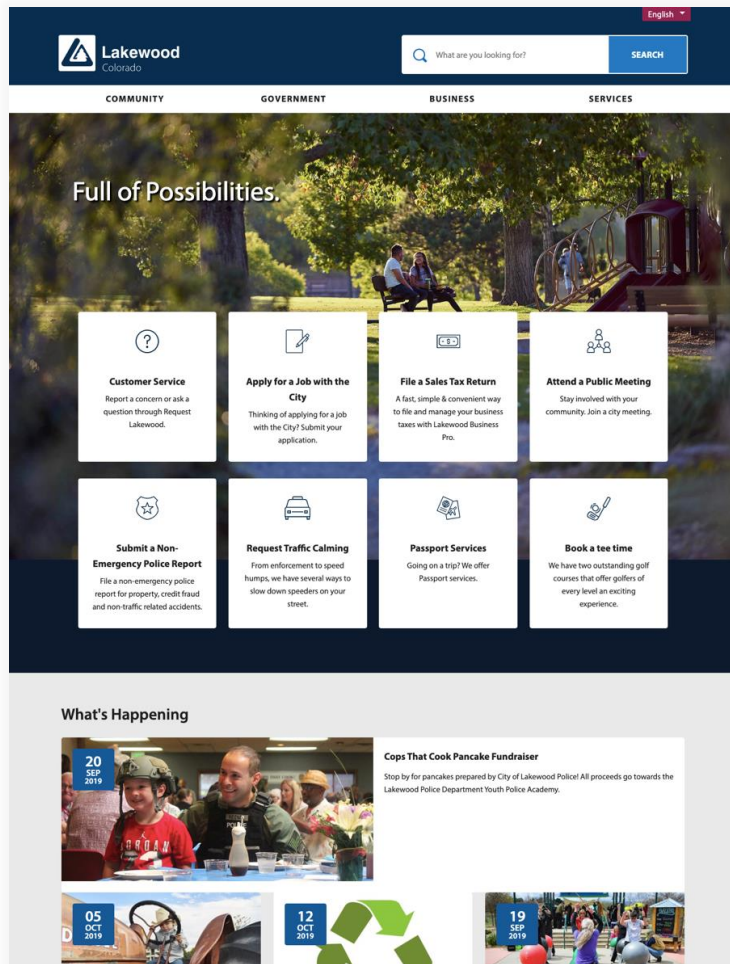
Optional: Writing for The Web Workshop – no more than 25 people

Optional: Digital Services Academy – up to 12 services and 2 people/service (could be done during or post launch)



Portfolio

OpenCities websites can vary drastically in look and feel while still maintaining their accessibility and mobile responsiveness. Some of our favorite visual examples are listed below:



LYNNWOOD
WASHINGTON

COMMUNITY | BUSINESS | GOVERNMENT | SERVICES

WELCOME TO
The City of Lynnwood

You've come to the right place [Search](#)

City Project Proposals

Rent Rooms or Pools

Apply for a Permit

Pay Your Utility Bill

Apply for an Inspection

Apply for a Business License

What's on

10 SEP 2020

Spook and Splash

Goblins big and small who seek a not-so-scary but oh-so-fun activity for Halloween! Story telling, crafts, carnival games trick-or-treating splash in the pool. Located at the Lynnwood recreation center.

10 SEP 2020

Lynnwood Walks

Each walk will feature portions of Lynnwood's Meska Trail and city sidewalks.

10 SEP 2020

Fair on 44th Block Party

Explore vehicle on-site tours, taste the food trucks, play games and much more...

10 SEP 2020

Council Business Meeting

The Lynnwood City Council meets Mondays in Council Chambers, at 7:00 p.m.

[More Events and Meetings](#)

1 Dismissed Announcement

ALAMEDA COUNTS

Home | Pledge | Info | Volunteer | Contact | Search

0 5 1 0

people have pledged to be counted in the 2020 census.

[Join us](#)

What is the Census? Why does it matter?

The census is important for many reasons. It affects our future and community.

[About Census2020](#)

Get Involved

Pledge

Capture

Attend



Hosting and Security

OpenCities has partnered with Microsoft to ensure we provide the most reliable and secure service using Microsoft Azure, the world's most trusted cloud. Hosted in the Microsoft Azure Government Cloud in the U.S, OpenCities ensures maximum uptime by taking advantage of Microsoft Azure's geo-redundancy, built-in backup capabilities, and advanced security posture.

Locally hosted, Data sovereignty compliant

With all Microsoft Azure primary and secondary facilities located onshore, OpenCities is fully compliant with government data sovereignty laws. The Data Center is a Tier 4 security, fully redundant, managed network infrastructure with onsite power backup and generators, multiple telecom and network providers, and 24x7 monitoring.

99.9% SLA

Our hosting provides a comprehensive uptime guarantee with monthly rebates if we do not meet our commitments. OpenCities provides 99.9% uptime availability, calculated monthly. In a typical 30 day/720-hour month, this equates to no more than 1 hour of downtime per month (not inclusive of scheduled maintenance and emergency maintenance).

Trusted reliability

Microsoft Azure delivers 62 compliance offerings, which is more than any other cloud provider. That is why 90% of Fortune 500 companies use the Microsoft Cloud. With OpenCities and Azure, you are in safe hands.

Security / SSL encryption

As society's digital footprint continues to expand, the threat of malicious activity online becomes more pervasive. Given the amount of personal data required in government transactions, the risk to the public can be significant. OpenCities encrypts all forms with SSL to ensure security.

DDoS Mitigation and Disaster Recovery

The cloud web application firewall OpenCities utilize also contains DDoS protection built in and can mitigate any DDoS in real time. All sites are backed by our DR policy with a minimal RPO and RTO, on-line status monitoring, event notification and twice-daily backups.



Azure Government Cloud

By partnering with Microsoft Azure Government, OpenCities provides a superior service that delivers world class security, privacy and scalability. Our service provides full redundancy and twice daily backups, supported by a 99.9% SLA guarantee.

Find out more about Microsoft Azure Government here

<https://azure.microsoft.com/en-us/global-infrastructure/government/state-and-local/>



Active Directory Connector

OpenCities Intranet integrates with your Microsoft Active Directories (via Azure), giving staff the convenience of a single sign-on experience. And for those staff that are not registered in your Active Directories, our Intranet allows you to set them up directly within our system – ensuring everyone across the organization, including field staff without desktop logins, can equally access the intranet.

Authenticate and personalize the intranet experience based on your user credentials, via single sign-on. Please see the diagram below that details we integrate with Microsoft Active Directories. We require the client to install a small web service that will allow sync and handle AD based authentication attempts.

The Active Directory Connector is included as standard with the OpenCities Intranet.



API enabled

We recognize that our platform is only one part of your technology ecosystem, and for the ecosystem to work effectively, systems need to speak to each other. That is why OpenCities offers an open and flexible interface that can integrate with other systems and sources, with out-of-the-box connectors for many popular local government systems and documented APIs for custom integrations when needed.

DMS Connector

Ensure your community is acting on the most accurate and up to date documents. Our DMS connector allows you to synchronize files from TechnologyOne ECM, TRIM CM, Objective DMS with OpenCities, creating a single source of truth

Payment gateway connector

Connect to your preferred payment gateway. With support for many of the most common payment gateways used by Local Governments, OpenCities makes it easy to setup online payment forms that can be reconciled with your financial systems

Active Directory Connector

Authenticate OpenCities admin users and control their permissions based on your Azure based AD.

CRM APIs

Share between OpenForms and your CRM system. Push data into your CRM without requiring customer service teams to manually rekey requests. Pull data from your CRM to pre-fill fields and simplify form completion for customers

Maps APIs

Using our Maps API, you can draw in trash pick-up schedules from your GIS system. Use plot content from your GIS system onto OpenCities Maps. Showcase road works, projects and closures as pins or lines

Content APIs

Publish pages and lists dynamically based on information sets in your internal systems. Showcase development applications



OpenCities Website: Transform your web experience

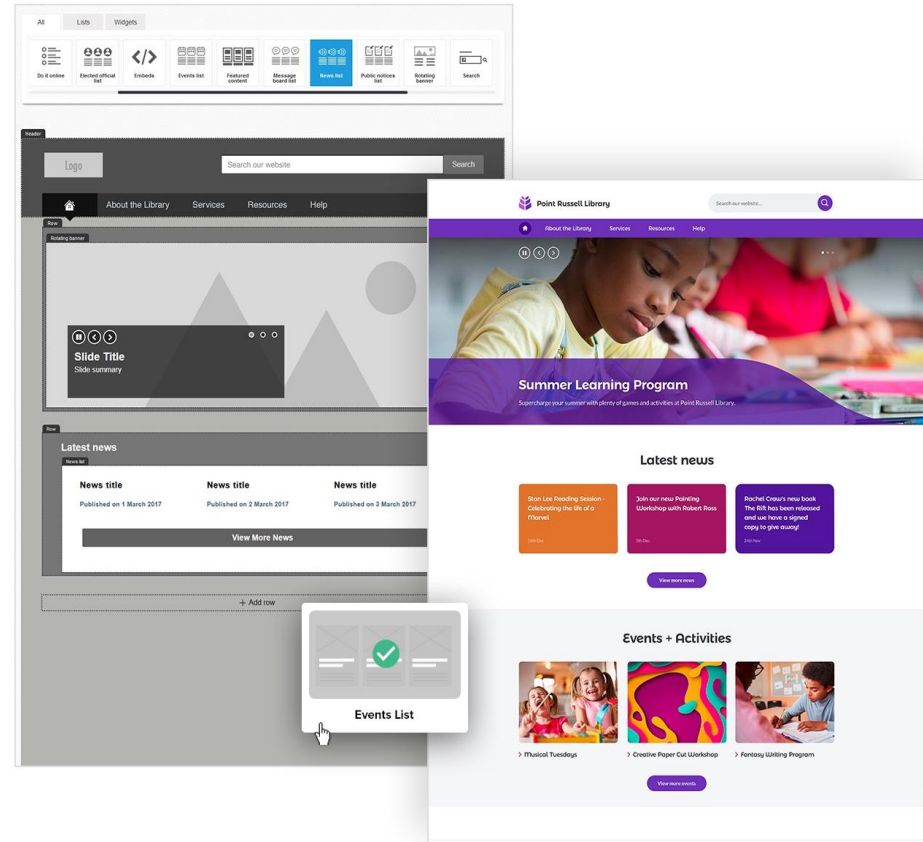
Launch modern, easy to use websites that always
evolve to put the needs of your community at the center

Future-proof your digital experience

Create a modern homepage. Leverage emerging UX patterns. Update your design anytime. Deliver useful new functions for users without waiting weeks for web developers, or years for a full redesign process. OpenCities lets you take full control of your entire digital experience using an intuitive drag and drag approach, without custom coding.

The OpenCities design engine provides an evolving library of user-tested, accessibility compliant, mobile optimized UI tiles that can be assembled based on your design, content and functional needs. And because there's no custom code involved, these tiles automatically update to support new browsers, devices, accessibility standards and user experience trends, allowing your website to evolve in step with the world's best in digital gov, without the need for constant redevelopment.

With the ability to track site usage; and then update, preview, and publish your design changes within a single environment, OpenCities allows you to be more responsive to resident needs, and iterate faster than ever before.



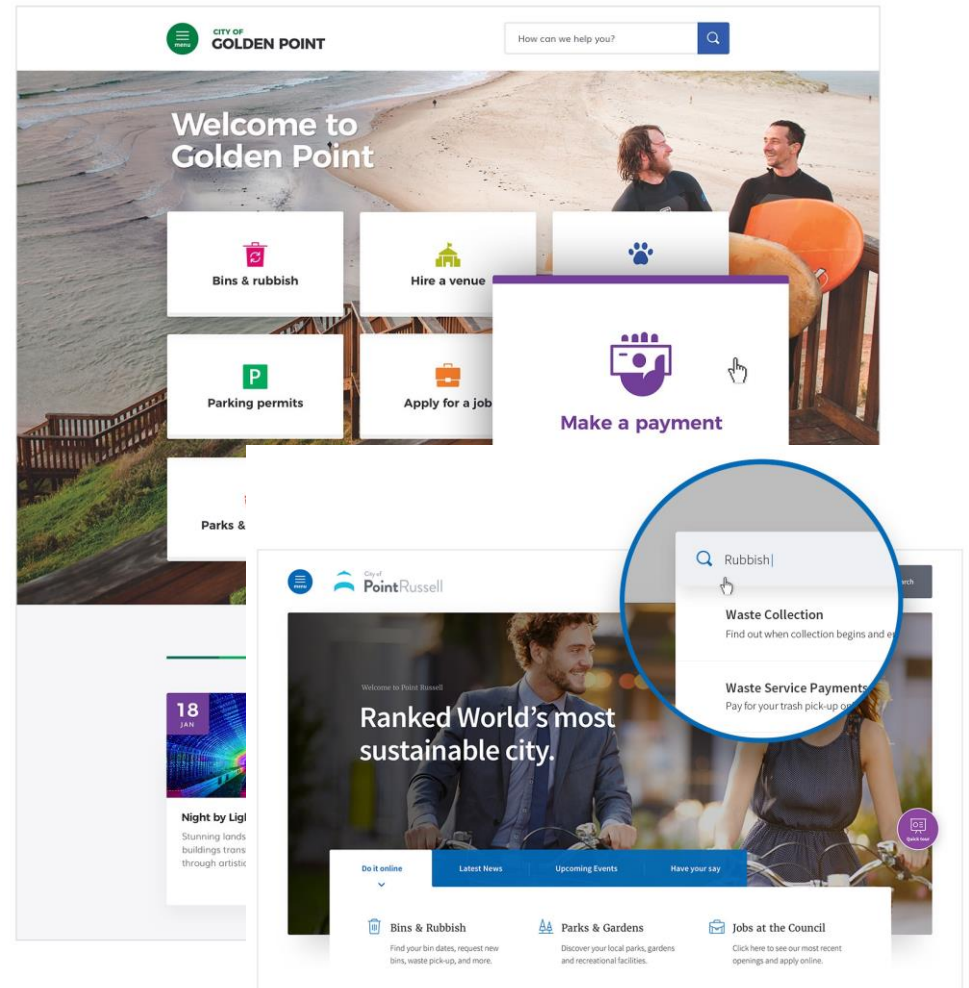
Increase customer self-serve, with the help of deep data

People do not browse government websites like they would a news site or online store. They come to get things done.

Leveraging information from millions of resident-council interactions, combined with your site data, OpenCities better connects users to the information and services they need.

For example, promote timely Top Tasks based on trending content, location and seasonal patterns; i.e. prioritizing tax payments at specific times of year, or prioritizing location-based tasks such as reporting potholes or graffiti for mobile website visitors.

Or, help users find the right information every time with a predictive search experience that couples deep data with our proprietary local government thesaurus, which automatically bridges resident lingo (i.e. rubbish dump) with government legalese (i.e. resource reclamation center), helping residents quickly find what they need, without needing to understand the language of government.



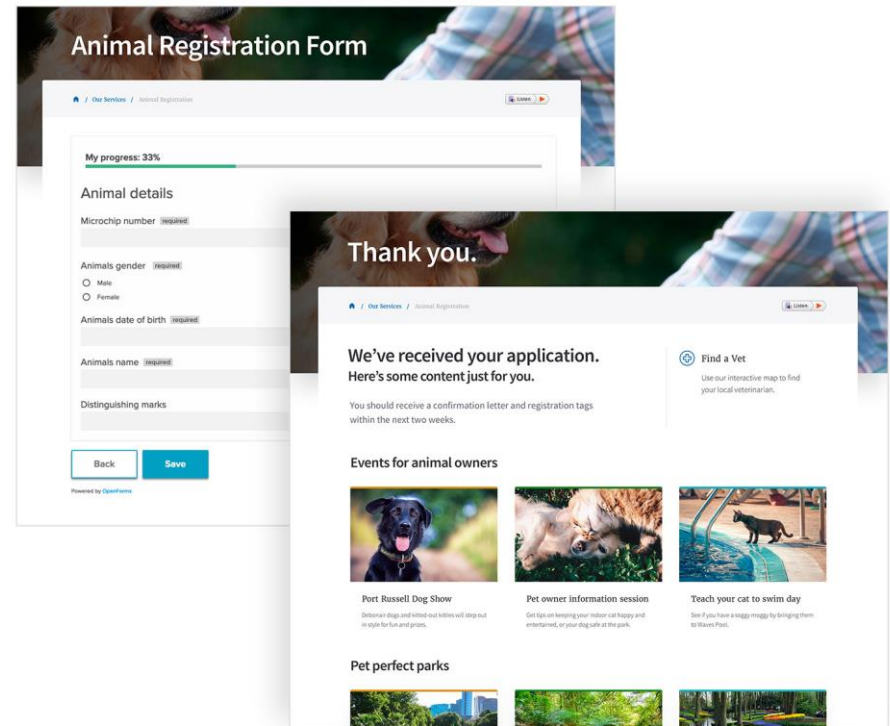
Increase engagement with timely, relevant content

Less looking, more discovering. What if your website could curate the specific news, events, projects, consultations, and initiatives a user might be interested in, based on their implicit needs?

OpenCities allows you to do just that, by surfacing content based on customer journeys. For example, generating a landing page that shows a user their nearest dog off-leash parks, upcoming pet friendly events, and city news and initiatives targeted at pet owners, straight after they've completed registering their dog with council.

Or showcasing kids' events at the local library, learn to swim classes in the sports center, daycare center in the areas and more, when a user has finished enrolling their child in a local kindergarten.

Best of all, once you've setup your taxonomy, OpenCities automatically detects and serves timely, useful content, without any additional effort on behalf of your web publishers.



Publish once, present everywhere

As residents access your city through an increasing array of channels and platforms, how do you ensure a consistent message?

OpenCities reduces the effort and complexity of multi-channel communication by allowing you to create content just once and present it in many places. I.e. publish an event and present it as a web page in your main site, or syndicated across your entire network of websites, within a monthly calendar view, on a Google Map, in your Facebook and Twitter channels, or send as an email notification to subscribers.

Aside from all these channels, with OpenCities Content API's, you can output and render content to any endpoint, such as a digital display or touch-screen kiosk.

By separating the information layer from the presentation layer, OpenCities allows you to conveniently manager more of your content within a single platform and output it to any end destination.

Publish an event

Overview Engagement

Event title (Required) 70 Characters left
Billy & The Firefly Princess

Add event summary (Required) 400 Characters left
Come experience an amazing light show and unforgettable story.

Add event dates (Required)
24 June 2019

Add event image

Event location
Event venue: Central Square
Street address: 116 Blue Lake Street, Point Russell, PR 29008

UPCOMING EVENTS

- BILLY & THE FIREFLY PRINCESS
- BOD DIETRICH TWILIGHT FIRE SHOW
- SAN FERGIUSSON LIVE @ THE DOCKS

Point Russell (@pointrussell) · Apr 5

Billy & The Firefly Princess — Light the Night
Come experience an amazing light show and unforgettable story. One of the top attractions on shore at the 2019 Light the Night Festival.
@pointrussell.com

BILLY & THE FIREFLY PRINCESS
116 Blue Lake Street
Point Russell, PR 29008
Get directions

MY INBOX

City of Point Russell 2:49 PM
Upcoming events: Billy & the firefly princess 24/06



Co-create with your communities, via online consultations

OpenCities helps you drive awareness and public participation in city projects and strategies via online engagement spaces, discussion boards, initiative directories, surveys and more.

A range of engagement options enable you to control how people engage with the city; and increase participation by deeply embedding consultation opportunities within the overall website experience.

Structure Engagements

Scale engagement from closed polls and structured surveys through to open discussions and conversation spaces

Match Participants

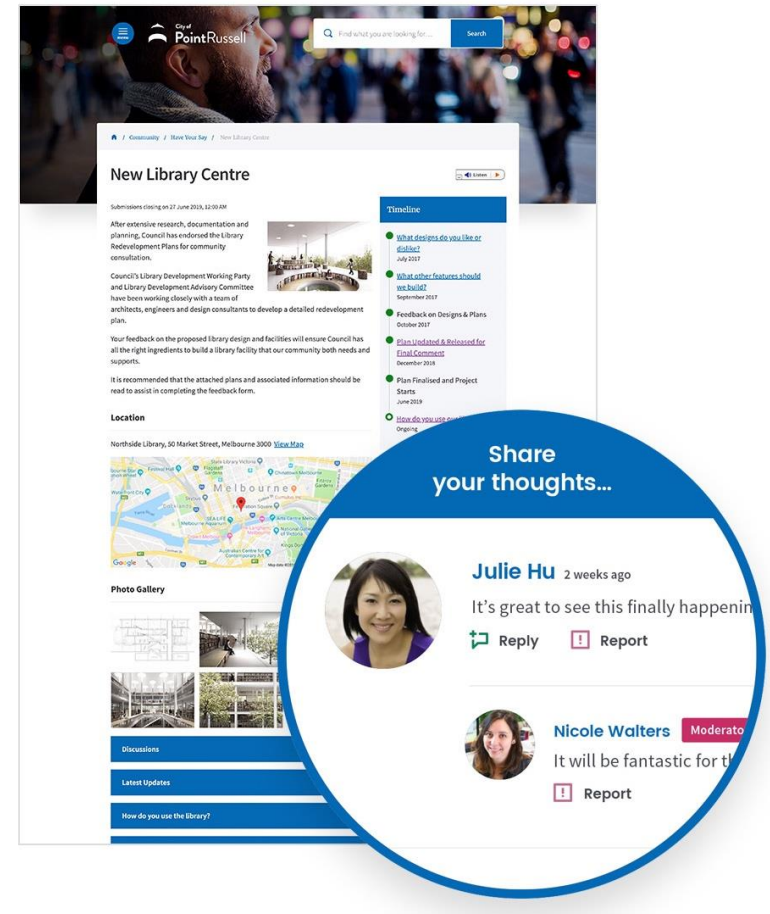
Match engagement opportunities to relevant website visitors based on their needs and interests

Drive Awareness

Promote consultations and projects in search, on maps, in calendars, on the homepage and more

Integrate with Social Media

Push or pull content from social media to drive multi-channel engagement across your consultations



Content insights and recommendations

The launch of your new website is just the start of your digital transformation journey. OpenCities provides the insights you need to make better, data-driven decisions.

Customer service insights

What's trending now? What services are people using? What searches are trending? OpenCities shows you a live view of what is happening on your website, giving customer service teams a crystal ball for the upcoming day by the time they come into office.

Homepage recommendations

What services should be prioritized on your homepage and when? OpenCities assesses what is there, what is not, and based on usage trends, makes recommendations which services or content to remove, or add, to ensure an optimal experience.

Tasking dashboard

A personal dashboard keeps each publisher informed when content is approaching review or about to expire, page performance, feedback, workflow status and more, keeping decentralized teams on track.

Content recommendations

Based on user feedback coupled with page traffic, OpenCities will highlight and prioritize content that requires attention, helping you focus your time on improving that which will drive greatest impact.

The screenshot displays the OpenCities Analytics interface for the City of Orlando. It features several key components:

- Visitors over the last 48h:** A line graph showing visitor trends over time, with a peak around 11pm.
- Total visitors on the site now:** A large digital display showing 20 visitors, with a breakdown of 5 desktop, 0 tablet, and 15 mobile users.
- Self-service hours today:** A green box indicating 289 hours remaining today, with 22 hours left in the day.
- Live page views:** A section with tabs for 'Trending now' and 'Most popular pages today'. It highlights 'View Active Calls - City of Orlando' with 1970 views.
- Top tasks:** A table of popular tasks with columns for page name, total views, and a change indicator.

Page name	Total views	Last 30 days
Building & Planning Process	12,398	+28%
Animal Registration	7,283	-18%
Parking ticket	11,293	-18%
Works & Projects	892	+48%
Request a parking permit	14,598	+29%
- Friction:** A section identifying content that is popular but has a high average reading scale score, suggesting simplification.

Page title	Content rating
Building and Planning Regulations	▲ 12th grade +
Property Rates - FAQs	■ 8-12th grade
Hiring a venue	■ 8-12th grade
Animal registration - Dangerous breeds	▲ 12th grade +
- Usefulness:** A table for sorting page usefulness ratings based on user feedback.

Rank	Form name	Unique page views
85	Graffiti removal program	1,234
84	Property Rates - FAQs	8,982



Integrate with internal systems

We recognize that our platform is only one part of your technology ecosystem, and for that ecosystem to work effectively, systems need to speak to each other. That's why OpenCities provides an open and flexible interface that can integrate with other systems and data sources, with out-of-the-box connectors for many most popular local government systems and fully documented APIs for custom integrations when needed.



Premium

DMS Connector

Ensure your community is acting on the most accurate documents. Our DMS connector allows you to synchronize files from TechnologyOne ECM, TRIM CM, Objective DMS with OpenCities, creating a single source of truth



CRM APIs

Share between OpenForms and your CRM system. Push data into your CRM without requiring customer service teams to manually rekey requests. Pull data from your CRM to pre-fill fields and simplify form completion for customers



Premium

Active Directory Connector

Authenticate OpenCities publisher or intranet users and control their permissions based on your Azure based AD



Payment gateway connector

With support for many of the most common payment gateways used by Local Governments, OpenCities makes it easy to setup online payment forms that can be reconciled with your financial systems



Maps APIs

Using our Maps API, you can draw in trash pick-up schedules from your GIS system. Use plot content from your GIS system onto OpenCities Maps. Showcase road works, projects and closures as pins or lines



Content APIs

Publish pages and lists dynamically based on information sets in your internal systems.



OpenForms: Create easy to use digital services

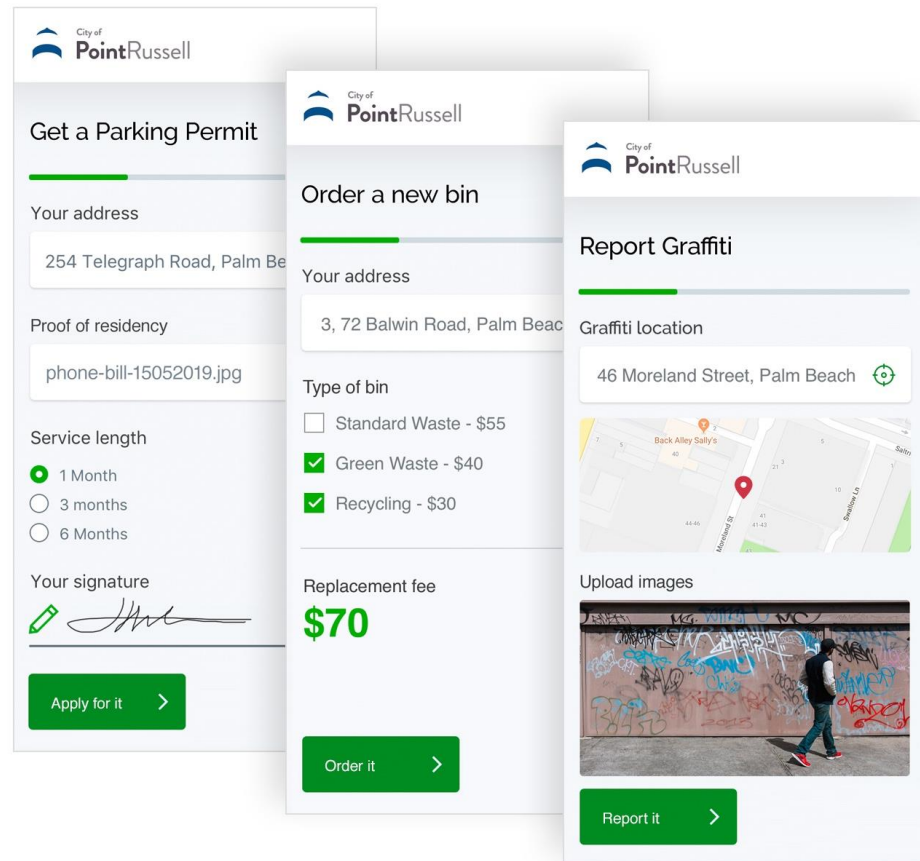
Transform your static PDF's and offline forms into frictionless digital services anyone can use, without custom development

Digitize almost any form or process

Give your residents the ability to pay a ticket. Register a pet.
Reserve a venue. Report a problem.

Whether it be permitting and application forms, reporting and request forms, booking and payment processing forms, OpenForms helps you transform PDF, backend CRM requests, and over the counter interactions into beautiful digital services anyone can use.

And within your organization, OpenForms can help staff become more efficient by digitizing internal checklists, paperwork, and processes. Integrated with your intranet, staff details can be pre-filled to simplify form completion.



Easy to use, for both residents and staff

Government services can be complicated, but the experience for the resider the business of government, helping you convert multi-page forms and com customers responses.

No need to wait for a developer. Using a drag and drop interface, non-techn within minutes, and sophisticated digital services within hours.

Accessible

By default, all forms are WCAG 2.1 AA / ADA Accessibility compliant, ensuring everyone in your community can be served online

Multilingual

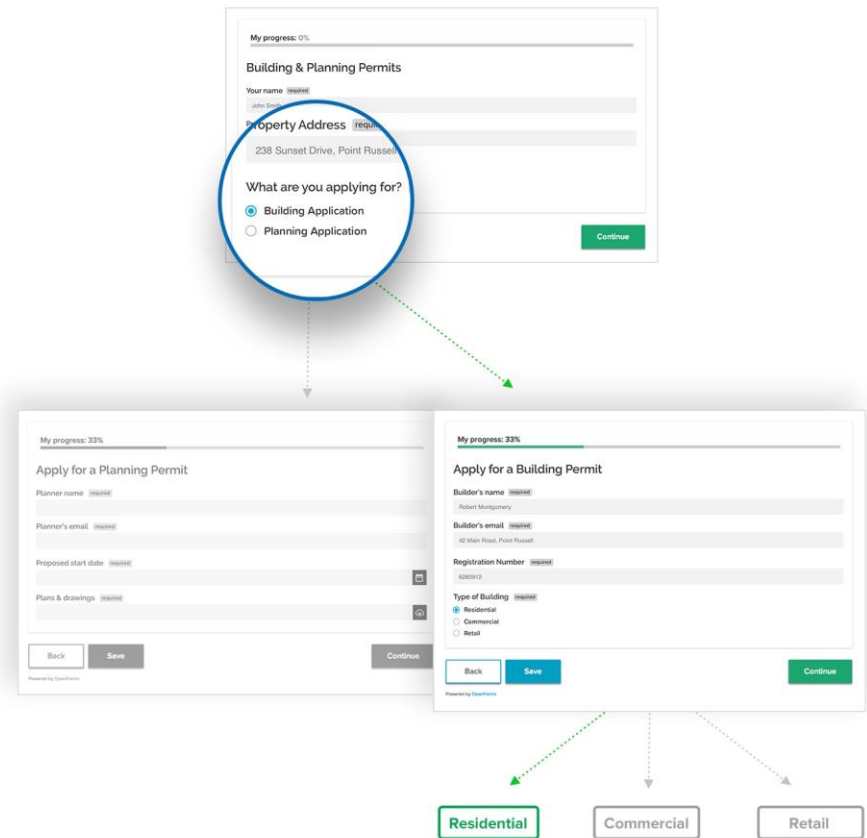
Publish forms in any language – including the ability to control micro copy (buttons and prompts)

Works on all devices

Your forms will work perfectly on all popular mobile devices, supporting touch gestures, GPS, and mobile camera

Save and Continue

Allow customers to save their progress and complete a form later, even on a different device



Digitize payments processes

Make it easy for residents to book and pay for anything online. From facilities, to permits, infringements, rates and more – OpenForms not only delivers easy online payments with integration into popular payment providers, it can also dynamically calculate prices based on the information residents enter into the form.

Payment Gateways

Process payments securely with support for all the most popular local government payment gateways

Receipts

Generate a unique receipt number to reconcile payments with financial systems, and so customers can track their request.

Calculations

Use answers within your form to calculate and adjust payments on the fly, or track data for numerical fields

HTTPS/SSL Secure

All customer details and payment details are protected with the highest levels of SSL encryption and security.

The image displays two overlapping screenshots of a web form titled "Order a new bin".

The left screenshot shows the form at 67% progress. It includes sections for "Bin Type" (with radio buttons for Waste Bin, Recycle Bin, and Green Bin) and "Bin Size" (with radio buttons for 120L (Small), 240L (Medium), and 660L (Large)). A "Total cost" section shows a value of \$75.00, noted as "Calculated based on your previous responses." Navigation buttons for "Back", "Save", and "Continue" are visible at the bottom.

The right screenshot shows the form at 95% progress. It features a "Please select a payment method:" section with radio buttons for "Pay by card" (selected), "POLi - Internet Banking", and "PayPal". Below this are input fields for "Name of cardholder" (Full name), "Card number", "Expiry month" (MM), "Expiry year" (YY), and "CVN number" (CVN). Navigation buttons for "Back", "Save", and "Continue" are visible at the bottom.



Integrate with internal systems

Update your CRM. Capture records in your DMS. Pre-fill forms based on customer details. Populate form pricing from 3rd party databases. Pull the status of a customer request from internal systems. By connecting OpenForms with your systems, you can save time for both residents and city staff. No more manual re-keying of data into internal systems for city staff and faster form completion for residents.

Submission API's

Boost efficiency by submitting data directly into internal systems when a customer submits a completed form using OpenForms API's

Inherit Data

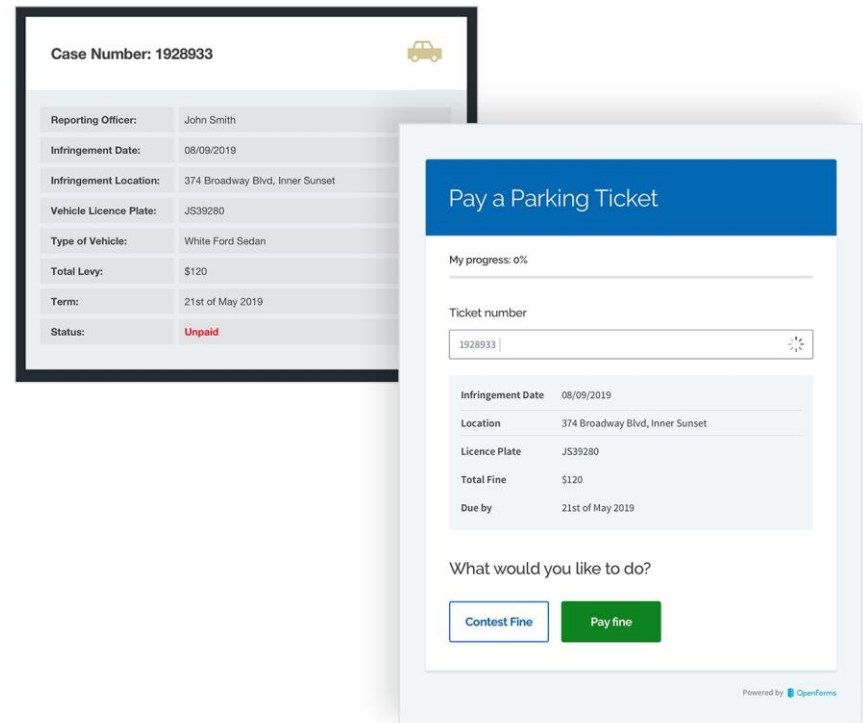
Pre-fill your embedded forms using data from the pages they are in (for example, auto-fill event name for event booking forms).

Mid-Form Web Hooks

Validate or retrieve information while users are completing a form (i.e. auto-complete addresses, lookup an infringement notices)

Google Integrations

Auto-complete an address fields as the user is typing, or for users to simply select an address via Google Maps



Enterprise ready

Built for teamwork. OpenForms enables you to decentralize forms publishing to more people, apply user-level permissions for security, create reusable fields for consistency, securely test forms for quality and retain form history for record keeping. And it's all validated for Accessibility ADA compliance, hosted on-shore in compliance with Data Sovereignty, and maintained to the highest level of data security standards.



Users and Permissions

Streamline publishing across your organization by controlling which users can view, create, or manage your organization's forms and submissions



Form Versioning & Archiving

Draft changes to forms, schedule future publish dates, revert to older versions.



Form Testing

Securely share and test your forms, transactions and web services before publishing.



Reusable Lists

Create ready-made lists of answers to auto-complete text fields as a user types, or to auto-generate radio-button, checkbox & drop-downs.



Reusable Field Sets

Accelerate form creation with reusable field sets for common sets of questions (e.g. create a 'Customer Details' set which includes Name, Address, Phone, Email).



Form Scheduling

Set a future date and time to publish draft forms and choose when forms should be removed, archived and retained for record keeping purposes



Workspaces

Organize your forms into categories that reflect how your organization works, so everything your authors need is easy to find and in the one place



Printable forms

Build and manage all your forms in one place, and generate beautiful, print-ready PDF versions with your branded header and footer



Submission workflow

Enterprise

Extend the power, versatility, and ease-of-use of OpenForms to the backend processing of inbound customer requests. OpenForms Submission Workflow allows you to configure steps and business rules for what needs to happen to process and respond to a customer request, application, or enquiry.

And then, OpenForms will workflow the request across departments and staff, as they quickly review, take action and make decisions. Save time, money and serve better with a beautiful, easy to use workflow solution.

Workflow builder

A drag and drop interface allows you to map out all the steps and decision points for just about any workflow.

Review centre

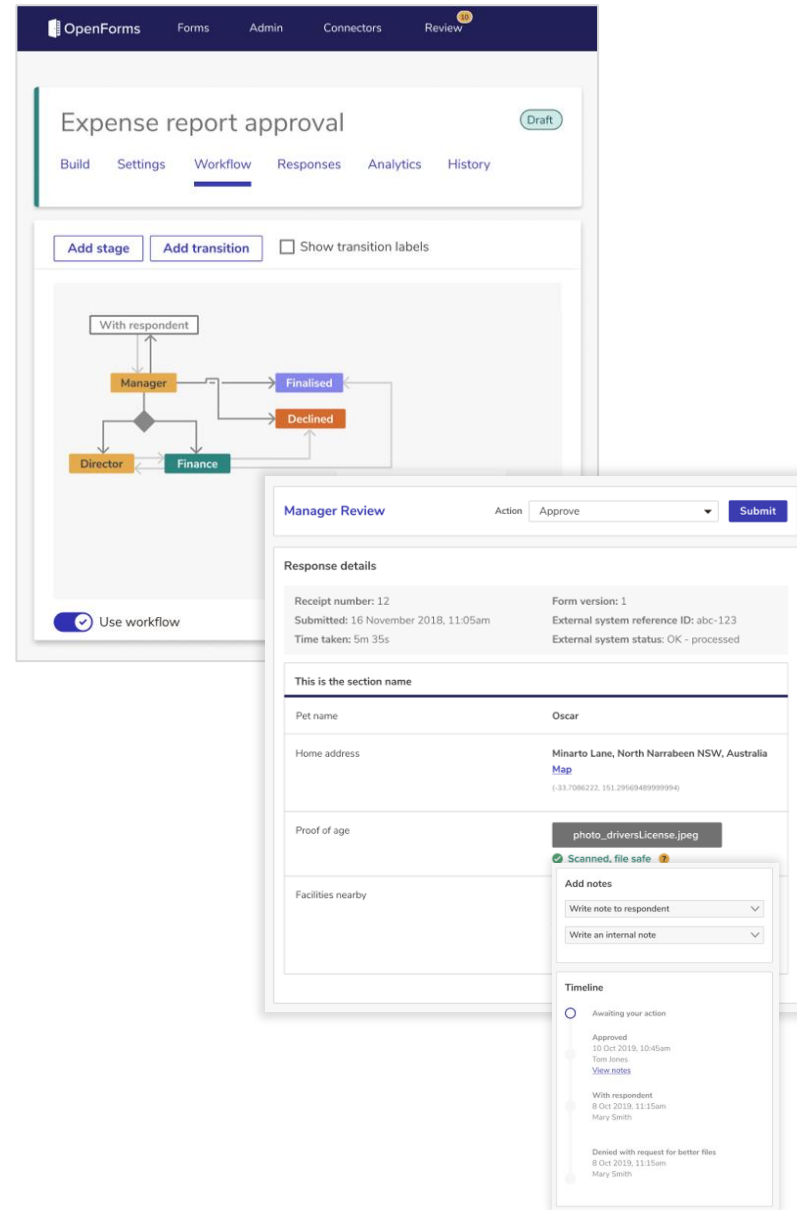
Help reviewers keep on top of everything that needs their attention, with easy search, filtering and actions

Notify and take action

Automatically notify and remind reviewers that need to progress a response to the next stage.

Close comms loop

Automatically notify customers at key stages of the workflow process to keep them informed



Appendix C: OpenCities Intranet

Empower staff to serve better

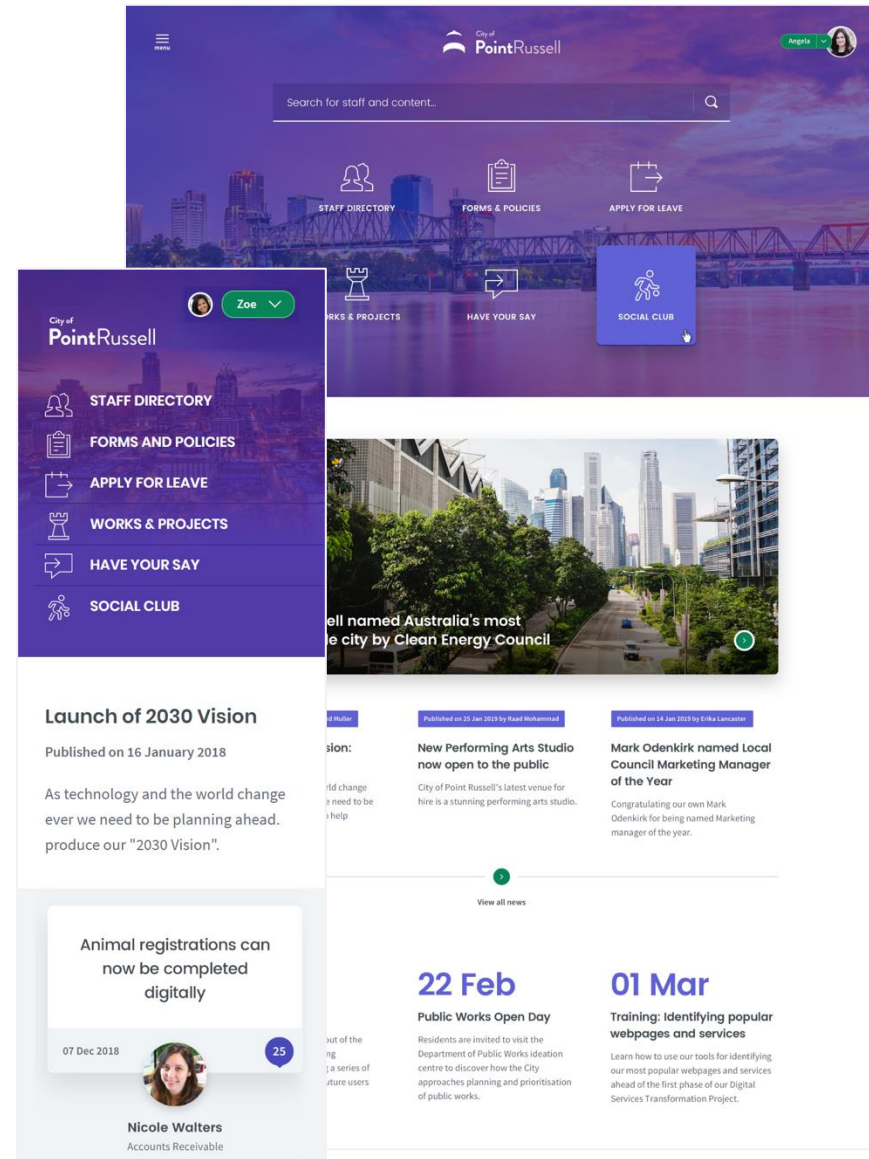
Deliver a useful, up-to-date intranet that brings together the content, communications and online services that local government staff needs.

Better intranets start with OpenCities

Help all employees find and view the information they need. Deliver content to specific employee groups securely. Enable onboarding. Organize policies. Surface and search key content.

The OpenCities intranet provides a turn-key solution that captures years of local government digital learnings to bring people, processes and information together, providing your teams with everything they need to do their job better.

Delivered as a mobile friendly, ADA compliant, continually evolving cloud solution, an OpenCities Intranet is fast to deploy, easy to scale and provides the user experience a modern intranet needs.



Better content

Create more useful and actionable intranet content. OpenCities helps you get critical content out of the chaos of file shares, transforms unstructured content into structured content, and makes it simple for content authors to publish in a more consistent and effective way.

Combined with the ability to surface content based on user roles, permissions, and department, make your intranet a go-to place for everyone to quickly find the “official” copy of policies, procedures, forms, budgets and more.

The screenshot shows a webpage for the Public Works department. It includes a 'Public Works' header with a description of the department's role in managing capital improvement projects. Below this is a 'Have Your Say!' section for the '2030 Vision' initiative, with a submission deadline of 12 November 2016. There are also sections for 'Top-Building' construction guidelines, a 'Park bench restoration project', and a 'Department Head' profile for Nathan Harrison. On the right side, there is a 'Contact Us' section with phone and email information, and a 'Job Openings' section listing positions like 'Supervisor Landscaping', 'Public Works Assistant', and 'Public Maintenance Worker'.

Better communication

By increasing the number of staff contributing to your intranet, you can create a more up to date, and ultimately more useful resource for everyone. OpenCities makes it easy for anyone in your city to get involved in publishing news articles, upcoming events and announcements within the intranet, without the need to login or learn the backend system.

To control quality, approval workflows can be turned on, ensuring some or all types of user generated content goes through an approval process before appearing on the intranet.

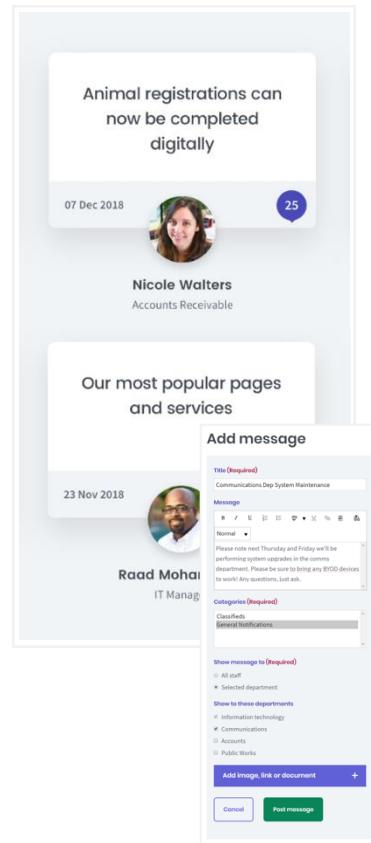
The screenshot shows two parts of an intranet interface. The top part is an 'Upcoming events' list with three items: '04 Jun Council Meeting: Manager's Briefing', '01 Jun Identifying popular webpages and services (training)', and '17 Jun Public Works Open Day'. Each item includes a brief description and a small image. The bottom part is an 'Add event' form. It has a green 'Add event' button at the top left. The form fields include: 'Title (Required)' with 'Feb Fundraiser' entered; 'Summary (Required)' with 'Join us in City Hall for a fundraiser bake sale! Bring a pie, or bring an appetizer. A small entrance fee donation will be charged for guests. Free entry for those bringing a pie.'; 'Dates (Required)' with a green 'Add Date & Time' button; 'Categories (Required)' with a dropdown menu showing 'Talks & workshops', 'Community events & fundraisers', 'Major events', and 'Training'; 'Cost' with '\$10 Entry Fee' entered; a checked 'Free' checkbox; 'Location' with 'City Hall' entered in the 'Venue' field and '5003 Main Street' in the 'Street address' field.



Better collaboration

Empower better top down, bottom up and peer to peer communication. OpenCities provides a message board and discussion functionality that allows intranet users to start, follow and participate in discussions. Each discussion space can be shared across the entire organization, or only specific departments and teams, allowing greater collaboration.

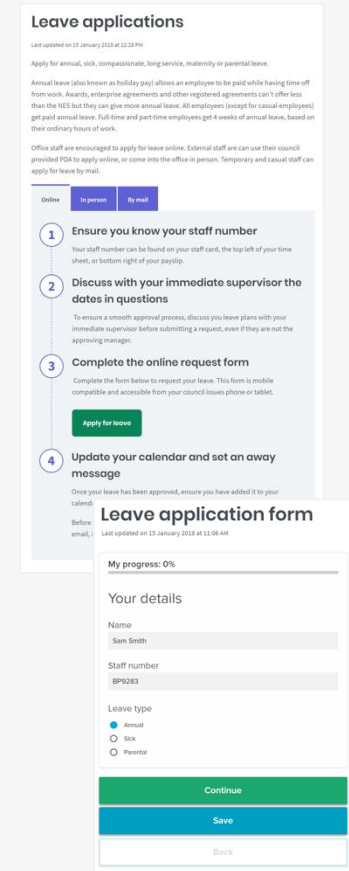
Discussions can also extend beyond message boards, and be enabled for any type of content, including news, events, projects, announcements and more.



Better self-serve

From internal application and staff request forms, to compliance checklists, OpenCities transforms long and outdated PDFs into easy to use online forms. Reduce steps by pre-filling forms with user details to simplify completion, and by using our APIs, submit internal requests to whatever internal system is needed.

In combination with the services template, OpenCities makes it easier than ever before for staff to get clear, simple, and actionable instructions.



Better directories

A central, always current location for all staff members is delivered in a contemporary LinkedIn inspired format. Automatically generate and maintain a beautiful staff directory based on the details available in your Microsoft Active Directory system. The staff directory can be searched and filtered by staff name, department, team, skill or any other fields. Staff can easily self-manage their listing.

Users can also switch to an organization structure chart format to see reporting structures and the relationship between people and departments.

Staff directory

- Chester Boyd**
Finance manager | Accounts
Extension: 751
- Gevin Taylor**
Communications Manager | Information technology
Extension: 854
- Jai Sharma**
Accounts Payable | Accounts, Public Works
Extension: 573
- Julie Ho**
IT Manager
Extension: 573
- Kato Sr**
Commun
Extension: 573

Jai Sharma
Accounts Payable | Accounts, Public Works

Manager: Vincent Castro
Email: jai.sharma@ptbhouse.gov.au
Extension: 573
Phone: 3953 9643
Mobile: 0404 620 539
Location: Melbourne

Availability
Standard office hours

Responsibilities

- Process invoices, prepare and reconcile payments, liaise with vendors - Covering both Australia and New Zealand entities
- Reconcile shipping documents with Freight invoices, Commercial invoices and ensure all costs are allocated correctly
- Investigate and resolve invoice discrepancies and issues

Better discovery

Empower staff to find any intranet page, document or staff member through a single search experience. A large, predictive search box invites users to simply type in their query, and then suggests the content, files or people that best match their inquiry as they are typing.

The search also connects the non-technical words used by staff (i.e. maternity leave), with the more formal terminology used by governments (i.e. parental leave policy). This vastly improved search experience means users can now find the information they are seeking directly from the homepage.

Point Russell

public works

Staff

- Jai Sharma**
Accounts Payable Accounts
- Julie Ho**
IT Manager Information technology
- Luella Hunt**
Customer Service Officer Information technology
- Mira Lahiri**
Director of Corporate Services Information technology
- Vincent Castro**
Accounts Payable Accounts

Content

- Public Works**
The Public Works Department designs, manages, and supports major capital improvement projects, projects, projects, operations, and repairs to roads, and other local projects and maintains the City's network of trails, footways, and bridges over the city.
- Public Works Open Day**
Residents are invited to visit the Department of Public Works Open Day to discover how the City approaches planning and professional of public works.
- 2020 Vision**
This page from our website is our 2020 Vision website. Content regarding how we plan to deliver through to 2020 we work meaningfully, this consultation touches on every part of our operations and your contribution is valuable.
- Launch of 2020 Vision - Have your say!**
We are planning ahead, and we need your input!

Julia Hu named Local Government IT Manager of the Year
Published on 26 May 2017
City of Point Russell has proudly announced that Julia Hu has been named Local Government IT Manager of the Year.

City of Point Russell's new Performing Arts Studio is now open
Published on 26 May 2017
City of Point Russell has been chosen to host a touring performing arts studio.

Meet the City of Point Russell's new Digital Workplace
Published on 26 May 2017
City of Point Russell has been chosen to host a touring performing arts studio.



Build better intranets with capabilities including...

- Self-managed** – Users can manage their own profile listings
- Single Sign-on** – Authenticate users with MS Active Directory via Azure
- Page Commenting** – Allow user commenting and discussion threads
- Message Boards** – Allow everyone to post and respond to messages
- Landing pages** – Auto assemble page and tasks collections by section
- Internal News** – Allow everyone to publish internal news and notices
- Departments** – Centralize departments specific content
- Forms and Policies** – Lookup forms, policies and procedures
- Proposed Works** – A secure view of proposed city works
- Glossaries** – Create glossaries to explain complex terms
- Development Applications** – Advertise planning and development applications
- Internal Events** – Allow everyone to publish internal events
- Subscriptions** – Make it easy for staff to get notified when content is updated
- Broadcasts** – Anchor intranet wide internal announcements
- Initiatives** – Promote city plans and initiatives
- Online Consultations (premium)** – Engage responses from staff via intranet
- DMS Connectors (premium)** – Share files from your DMS onto your intranet
- Federated Search** – Search pages, files and people from one place
- Staff Directory** – Create a modern staff lookup from your AD listings
- Organization Chart** – Generate an interactive org chart
- Personalization** – Control views based on user credentials
- Announcement Broadcasts** – Anchor important announcements
- Calendars** - Create custom calendars from any time-based content
- Service Catalogue** – Create a knowledge bank for service related content
- RFP and Tenders** - Display advertised, closed and awarded tenders
- Social Inbound** – Syndicate content from Twitter and Facebook on your intranet
- Banners and Image Galleries** – Create slideshows and gallery collections
- Jobs Board** – Promote open job opportunities with the city
- Sections, Tabs and Accordions** – Simplify presentation of long-form content
- Suggested Content** – Automate content based on user needs and interests
- Readspeaker (3rd party)** – Convert your text into speech





STAFF REPORT

City Council

Meeting Date:

4/27/2021

Staff Report Number:

21-088-CC

Consent Calendar:

Award a construction contract to Gruendl Inc. DBA Ray's Electric, for the Ravenswood Avenue-Laurel Street intersection improvement project

Recommendation

Staff recommends that the City Council award a construction contract to Gruendl Inc. DBA Ray's Electric for the Ravenswood Avenue-Laurel Street intersection project in the amount of \$264,000 and contingency in the amount of \$26,400.

Policy Issues

This project is consistent with the policies and programs (i.e., CIRC-1.1, CIR-4.4) stated in the 2016 general plan circulation element. These policies and programs seek to maintain and improve a circulation system through a street classification system that provides safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

This project is consistent with one of the guiding principles of the El Camino Real/Downtown specific plan which is to provide an integrated, safe and well-designed pedestrian and bicycle network. This project is also consistent with the recommended intersection improvements for the intersection of Ravenswood Avenue at Laurel Street in the transportation master plan (TMP), which is listed as Project No. 74. The overall project includes traffic safety, signal upgrades, and pedestrian and bike safety improvements (Attachment A.) It would also improve intersection level of service and reduce overall delay.

Background

This project originated as one of the transportation mitigation measures identified in the Springline (formerly Station 1300) project Environmental Impact Report (EIR.) The Springline project located at 1300 El Camino Real, is a mixed-use development that consists of nonmedical office, residences, community-serving uses and public/quasi-public spaces. Modifications to the Ravenswood Avenue and Laurel Street intersection were required as a condition of the project. In addition, the City would construct modifications on the south leg of the intersection to close a critical gap in the bicycle lane. The traffic signal system equipment would also be updated (install protected-permissive left-turn phasing on Ravenswood Avenue, provide a new signal controller and battery backup system, replace the existing signal cabinet, and install a new electrical service cabinet.) This additional work is unrelated to the Springline project's mitigation.

In order to gain efficiencies in contractor mobilization, minimize construction disruptions to surrounding residences and businesses, and obtain a uniform paving surface along the affected streets instead of a patchwork effect, the City work would be constructed at the same time as the required mitigation work. The Springline project construction started in spring 2018 and is scheduled to be completed in 2022.

At the December 8, 2020 City Council meeting, the City Council:

1. Authorized the city manager to enter into a funding agreement with Real Social Good Investments, LLC, the Springline project property owner, for the Ravenswood Avenue-Laurel intersection improvements
2. Adopted resolution no. 6603 to establish no parking zones on Laurel Street as shown in Attachment B
3. Approved installation of “No right turn on red when bicycles are present” signs on Laurel Street as shown in Attachment B
4. Approved the bike lane configuration on northbound and southbound Laurel Street, as shown in Attachments A and B

Subsequently, on March 5, 2021, the funding agreement between the City and Real Social Good Investments, LLC, for the Ravenswood Avenue-Laurel Street intersection improvement project was executed. This funding agreement allows the City to construct this project and request reimbursement from the Springline project for its fair share upon completion of the project. The funding agreement also allows the City to construct this project and ensure that public contracting laws are followed and prevailing wage rates are paid.

Analysis

On March 11, 2021, bids were solicited from prospective contractors for the Ravenswood Avenue-Laurel Street intersection improvement project via a competitive bidding process. The proposed work consists of traffic safety improvements, signal upgrades, and pedestrian and bike safety improvements at the intersection of Ravenswood Avenue and Laurel Street (Attachment B.)

Bids for this project were received April 2, 2021, with the following results shown on Table 1.

Table 1: Bid results	
Contractor	Bid price
Engineer’s construction contract cost estimate (excluding contingency)	\$346,500
Gruendl Inc. DBA Ray’s Electric	\$264,000
St. Francis Electric, LLC	\$296,800
Columbia Electric, Inc.	\$302,720

Upon bid evaluation, the low bid is reasonable for the work involved in the project. The engineer’s construction contract cost estimate for this project is higher than all the received bids.

Staff has previously worked with the low bidder in a capital improvement program project to install rectangular rapid flashing beacon systems or rectangular rapid flashing beacons (RRFBs) at five City locations, and this project was completed within the contract time and within budget. Staff also checked references of the low bidder on similar traffic signal projects and found the references to have favorable responses regarding the low bidder’s performance.

Because the traffic signal equipment and poles need to be ordered in advance, it is estimated that the project would begin construction by late June 2021. It is anticipated that the project will be completed in late September 2021.

Impact on City Resources

The project construction budget for the Ravenswood Avenue-Laurel Street intersection improvement project is summarized in Table 2. The total project construction budget, including contingencies and contract administration and inspection, is \$330,000. The city’s share of cost is estimated to be \$226,050 (or 68.5 percent of construction budget) and the Springline share is estimated to cost \$103,950 (or 31.5 percent of construction budget.) The City’s share of this project is funded in the fiscal year 2020-21 five-year capital improvement program as part of the traffic signals modifications project. The cost of the project elements required to be completed in conjunction with the Springline project mitigation will be paid by Real Social Good Investments, LLC, as stipulated in the funding agreement. No additional appropriations are requested at this time.

Table 2: Construction contract budget	
Item	Amount
Construction contract amount	\$264,000
Contract administration and inspection (15%)	\$39,600
Contingency (10%)	\$26,400
Total project construction budget	\$330,000

Environmental Review

On January 24, 2017, the City Council adopted findings in accordance with the California Environmental Quality Act (CEQA) and certified the environmental impact report prepared for the Station 1300 Project, now known as Springline. The additional improvements at the intersection per Attachments B are categorically exempt under Class 1 of the CEQA. Class 1 allows for minor alterations of existing facilities, including highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use. This project is also categorically exempt under Senate Bill 288 that 1) modified CEQA Section 21080.20 to extend an existing exemption for bicycle transport projects (e.g., highway restriping, bicycle parking, and signal timing improvements) until January 1, 2030 and 2) added CEQA Section 21080.25 to exempt from CEQA, projects that are located in urbanized areas and along public rights-of-way such as pedestrian and bicycle facilities.

After contract award, the notice of exemption will be filed with San Mateo County for this project.

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

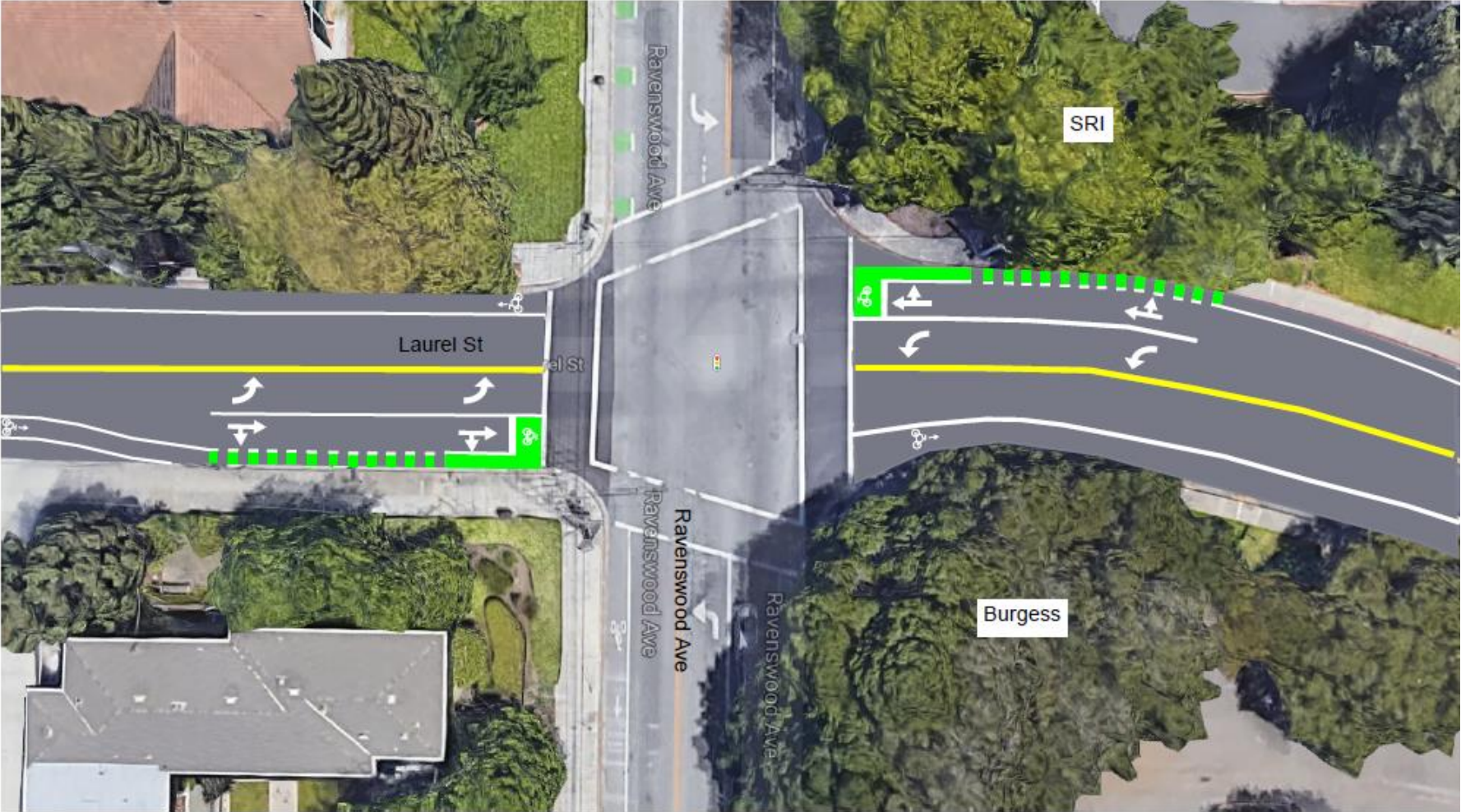
- A. Conceptual plan – bike lane configuration on Laurel Street
- B. Ravenswood Avenue-Laurel street intersection improvement construction contract plan

Report prepared by:
 Rene C. Baile, Associate Transportation Engineer

Staff Report #: 21-088-CC

Report reviewed by:
Kristiann M. Choy, Acting Transportation Manager

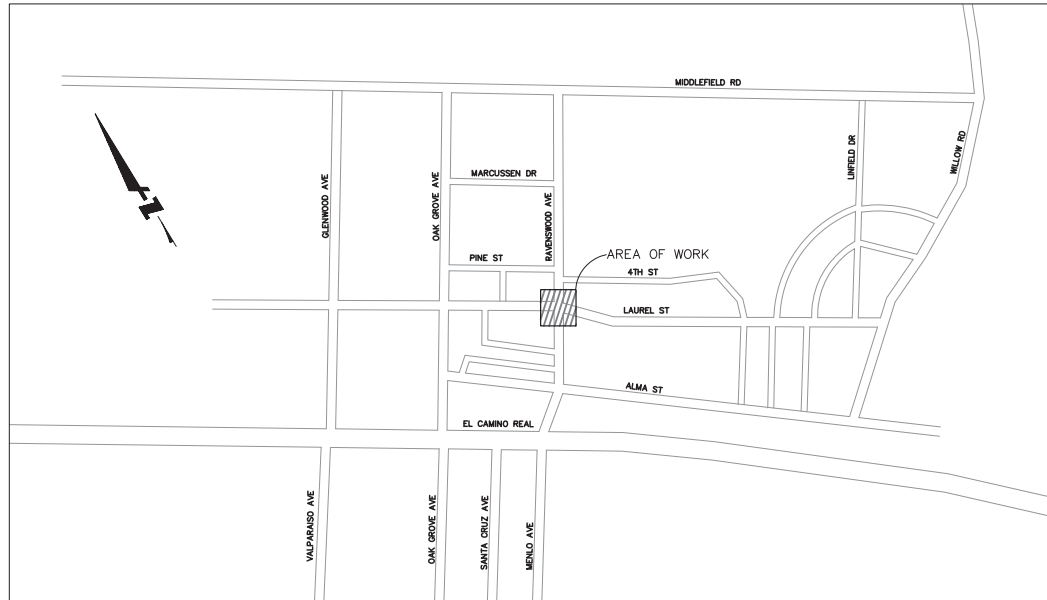
CONCEPTUAL PLAN - BIKE LANE CONFIGURATION ON LAUREL STREET



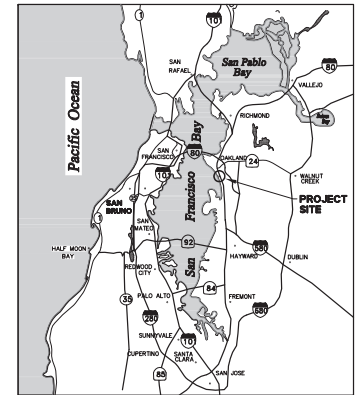
IMPROVEMENT PLANS FOR RAVENSWOOD AVENUE AND LAUREL STREET CITY OF MENLO PARK, SAN MATEO COUNTY, CALIFORNIA

SHEET INDEX

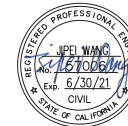
- 1 T-1 TITLE SHEET
- 2 SS-1 SIGNING AND STRIPING PLAN
- 3 TS-1 TRAFFIC SIGNAL MODIFICATION PLAN
- 4 TS-2 POLE AND CONDUCTOR SCHEDULES



VICINITY MAP
NTS



LOCATION MAP
NTS



BKF 100 YEARS
ENGINEERS · SURVEYORS · PLANNERS
1730 N. FIRST STREET
SUITE 600
SAN JOSE, CA 95112
(408) 467-9100
www.bkf.com

DATE: 02/23/21
SCALE: AS SHOWN
DRAWN BY: CT
DRAWING NAME:
DESIGNED BY: AL
CHECKED BY: JW
SURVEYED BY:

APPROVED:
KRISTIANN M. CHOY, P.E., ACTING TRANSPORTATION MANAGER
CITY OF MENLO PARK
DATE: _____
R.C.E. # 64730

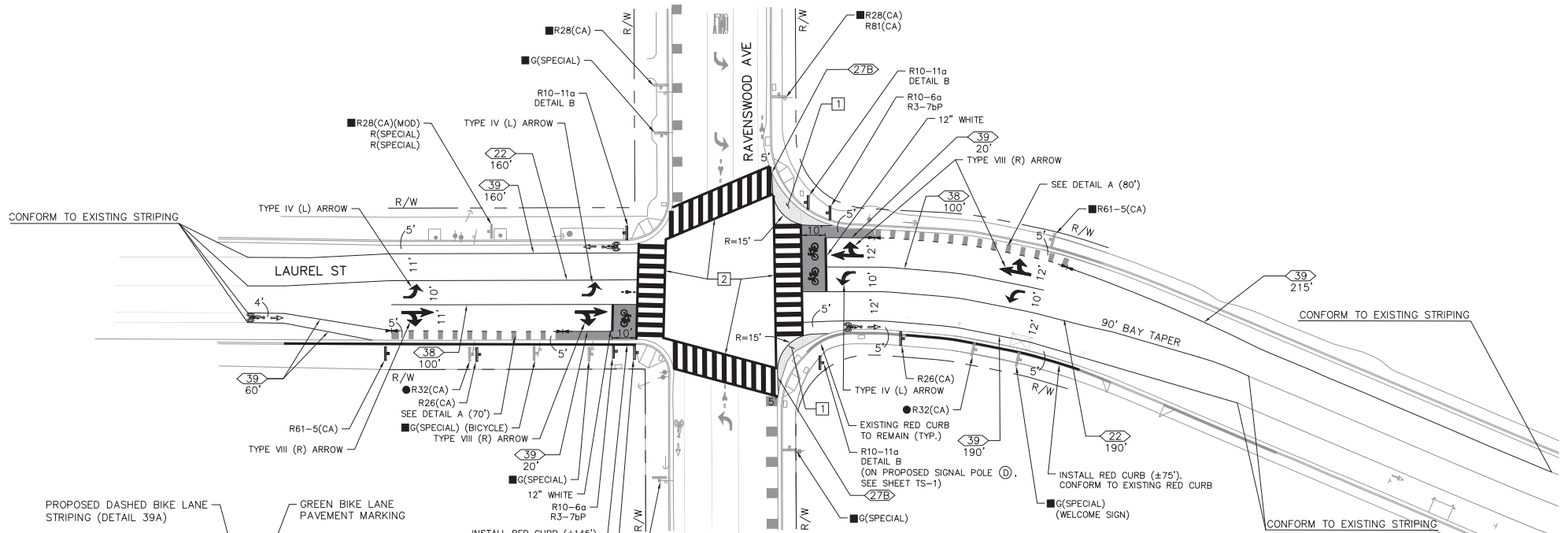
NO.	BY	DATE	REVISIONS



CITY OF MENLO PARK
TRANSPORTATION DIVISION
701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-8740 FAX (650) 327-5497

RAVENSWOOD AND LAUREL STREET
TITLE SHEET

SHEET
1
OF 4 SHEETS
PROJ. NAME



PROPOSED DASHED BIKE LANE STRIPING (DETAIL 39A)
GREEN BIKE LANE PAVEMENT MARKING



DETAIL A
NTS

SIGNING AND STRIPING NOTES:

- ALL STRIPING ARE BASED ON THE LATEST CALTRANS STANDARD PLANS.
- THE CONTRACTOR SHALL REMOVE AND GRIND EXISTING STRIPING AND PAVEMENT MARKING WHICH CONFLICT WITH THIS PLAN.
- ALL STRIPING AND PAVEMENT MARKING SHALL BE THERMOPLASTIC UNLESS OTHERWISE NOTED.
- EXACT LOCATION AND POSITION OF ROADSIDE SIGNS TO BE DETERMINED BY THE ENGINEER.
- EXACT LOCATION AND POSITION OF PAVEMENT MARKINGS TO BE DETERMINED BY THE ENGINEER.
- ALL SIGNS ARE BASED ON THE LATEST CALIFORNIA MUTCD.

PROJECT NOTES:

- INSTALL COLORED "SAN DIEGO BUFF" PAVEMENT MARKINGS PER CITY OF MENLO PARK STANDARDS.
- INSTALL 11' WIDE WHITE LADDER CROSSWALK (24" WHITE @ 4" O.C. WITH 12" WHITE BORDER).

LEGEND

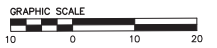
- PROPOSED ROADSIDE SIGN
- EXISTING ROADSIDE SIGN
- EXISTING ROADSIDE SIGN TO REMAIN
- REMOVE EXISTING ROADSIDE SIGN
- PAVEMENT DELINEATION DETAIL PER 2018 CALTRANS STANDARD PLANS
- BIKE LANE MARKING
- BICYCLE LOOP DETECTOR SYMBOL
- PAVEMENT MARKING
- GREEN BIKE LANE PAVEMENT MARKING
- CHANGE OF PAVEMENT DELINEATION DETAIL
- BIKE BOX MARKING
- COLORED PAVEMENT MARKING

SIGN LEGEND

- R2-1
- R26(CA)
- R28(CA)
- R32(CA)
- R61-5(CA)
- R81(CA)
- R10-6a
- R10-11a



DETAIL B



DATE: 02/23/21
SCALE: AS SHOWN
DRAWN BY: CT
DRAWING NAME:
DESIGNED BY: AL
CHECKED BY: JW
SURVEYED BY:

APPROVED:
KRISTANN M. CHOY, P.E., ACTING TRANSPORTATION MANAGER
CITY OF MENLO PARK
DATE: 6/4/20
R.C.E. #

NO.	BY	DATE	REVISIONS



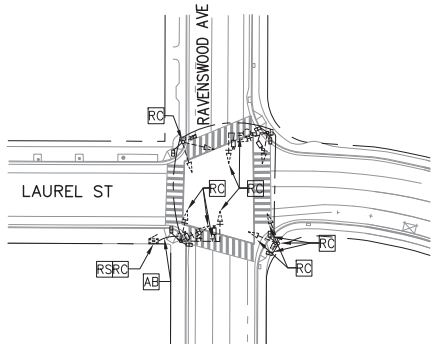
CITY OF MENLO PARK
TRANSPORTATION DIVISION
701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-8740 FAX (650) 327-5497



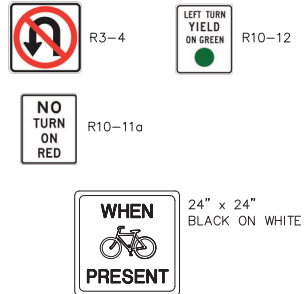
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RAVENSWOOD AND LAUREL STREET
SIGNING AND STRIPING PLAN

SHEET
2
OF 4 SHEETS
PROJ. NAME



SIGN LEGEND



24" x 24" BLACK ON WHITE

DETAIL C

EXISTING EQUIPMENT TO BE REMOVED AND DISPOSED OF

- 1 CONTROLLER CABINET* WITH TYPE II SERVICE, EXISTING FOUNDATION TO BE REMOVED
- 2 1-B POLES
- 3 8 VEHICLE SIGNAL HEADS
- 4 4 PEDESTRIAN SIGNAL HEADS
- 5 4 PUSH BUTTON ASSEMBLIES
- 6 2 REGULATORY SIGNS

*ALL EXISTING VIDEO DETECTION EQUIPMENT AND FIBER OPTIC COMMUNICATION EQUIPMENT, INCLUDING THE FIBER OPTIC CABLE, SHALL BE RELOCATED TO THE NEW CONTROLLER CABINET. EXISTING TRAFFIC SIGNAL CONTROLLER SHALL BE SALVAGED AND DELIVERED TO THE CITY OFFICE AT 701 LAUREL STREET, MENLO PARK, CA.

ABBREVIATIONS

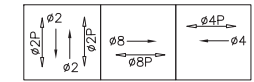
PBA	PUSH BUTTON ASSEMBLY
PEU	PHOTOELECTRIC UNIT
SNS	STREET NAME SIGN

LEGEND

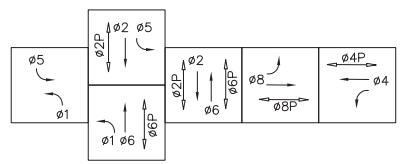


PROJECT NOTES:

- FURNISH AND INSTALL MODEL 2070 CONTROLLER IN TYPE 332 CABINET WITH NEW FOUNDATION AND BATTERY BACKUP SYSTEM. MODEL 2070 CONTROLLER SHALL BE INTELIGHT CONTROLLER WITH 1C, 2A, 3B AND 4A MODULES, 8 LINE LCD DISPLAY, 2 ETHERNET PORTS, OR APPROVED EQUAL, WITH THE LATEST EDITION OF THE D4 SOFTWARE. THE BATTERY BACKUP SYSTEM SHALL BE THE LATEST MODEL OF THE ZINC FINE UPSTEALTH INVERTER OR APPROVED EQUAL WITH PIM AND 2-500 WATT BATTERIES. TYPE 332 CABINET SHALL BE PAINTED "MESA BROWN". ALL EXISTING VIDEO DETECTION EQUIPMENT AND FIBER OPTIC COMMUNICATION EQUIPMENT, INCLUDING THE FIBER OPTIC CABLE, IN THE EXISTING CONTROLLER CABINET SHALL BE RELOCATED TO THE NEW CONTROLLER CABINET.
- FURNISH AND INSTALL NEW TYPE III-AF SERVICE CABINET WITH NEW FOUNDATION. SERVICE CABINET SHALL BE PAINTED "MESA BROWN".
- FURNISH AND INSTALL NEW 4-SECTION SIGNAL HEAD. SEE DETAIL A.
- FURNISH AND INSTALL NEW 5-SECTION DOGHOUSE SIGNAL HEAD. SEE DETAIL B.
- INSTALL NEW R10-12 SIGN NEXT TO EXISTING R3-4 SIGN
- FROM THE EXISTING PULL BOX, CAREFULLY REMOVE ALL EXISTING VIDEO DETECTION CABLES FROM CONDUITS LEADING TO THE EXISTING CONTROLLER AT THE INTERSECTION OF RAVENSWOOD AVE/LAUREL ST. DO NOT CUT, SPLICE, OR DAMAGE THE EXISTING VIDEO DETECTION CABLES. UPON COMPLETION OF INSTALLATION OF CONDUITS AND PULL BOXES, REINSTALL THE EXISTING CABLES TO THE NEW CONTROLLER AT RAVENSWOOD AVE/LAUREL ST AS INDICATED ON THESE PLANS. CONTRACTOR SHALL INSTALL NEW CABLES IF THE EXISTING CABLES ARE NOT LONG ENOUGH OR ARE DAMAGED DURING CONSTRUCTION.
- INSTALL NEW EVP ON SIGNAL POLE. EVP SHALL BE THE LATEST MODEL OF THE GLOBAL TRAFFIC TECHNOLOGIES (GTT) GPS-ENABLED OPTICOM.
- REPLACE EXISTING PEDESTRIAN PUSH BUTTON WITH POLARA BULLDOG OR APPROVED EQUAL.



EXISTING PHASE DIAGRAM

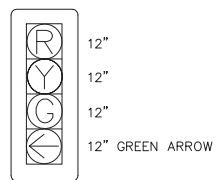
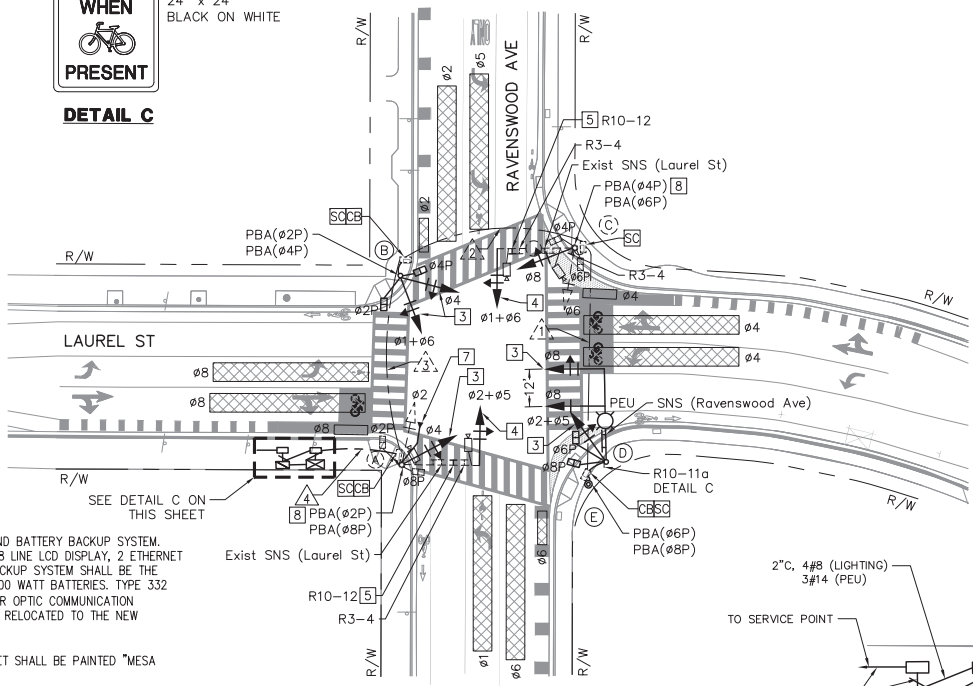


PROPOSED PHASE DIAGRAM

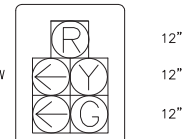
EMERGENCY PREEMPTION

- EVA = 02 + 05
- EVB = 04
- EVC = 06 + 01
- EVD = 08

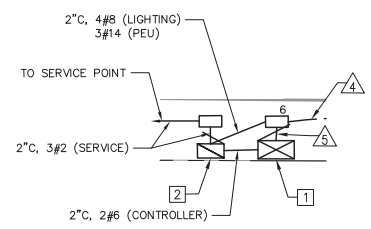
NOTE: EVP SHALL BE THE LATEST MODEL OF THE GLOBAL TRAFFIC TECHNOLOGIES (GTT) GPS-ENABLED OPTICOM



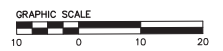
DETAIL A
4-SECTION SIGNAL HEAD
NO SCALE



DETAIL B
5-SECTION DOGHOUSE SIGNAL HEAD
NO SCALE



DETAIL C



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**RAVENSWOOD AND LAUREL STREET
TRAFFIC SIGNAL MODIFICATION PLAN**

SHEET
3
OF 4 SHEETS
PROJ. NAME

DATE: 02/23/21	APPROVED:	NO.	BY	DATE	REVISIONS
SCALE: AS SHOWN					
DRAWN BY: CT					
DRAWING NAME:					
DESIGNED BY: AL					
CHECKED BY: JW					
SURVEYED BY:	DATE: 6/4/20 R.C.E.#				

CONDUCTOR AND CONDUIT SCHEDULE

AWG OR CABLE	CONDUCTOR RUN	△1	△2	△3	△4	△5
No. 14 CONDUCTORS						
ø1			3N	3N	3	3
ø2		3	3	3	3	3
ø4				3	3	3
ø5		1N	1N	1N	3	3
ø6			3N	3N	3	3
ø8		3	3	3	3	3
ø2P				2	2	2
ø4P				2	2	2
ø6P		2N	2N	2N	2	2
ø8P		2	2	2	2	2
PBA(ø2P)				1	1	1
PBA(ø4P)				1	1	1
PBA(ø6P)		1N	1N	1N	1	1
PBA(ø8P)		1	1	1	2	2
PEU		3	3	3	3	3
SPARES		3	3	3	3	3
TOTAL NO. 14		19	28	34	37	34
No. 12 PBA COMMON						
		1	1	1	1	1
VIDEO CABLE						
ø1, ø6			1	1	1E	1E
ø2, ø5					1E	1E
ø4			1	1	1E	1E
ø8					1E	1E
TOTAL VIDEO CABLE			2	2	4	4
No. 8						
SIGNAL COMMON LUMINAIRES						
		1	1	1	1	1
		2N	2	2	2	
TOTAL NO. 8		3	3	3	3	1
CABLE						
EVP CABLE					1	1
CONDUIT SIZE (INCHES)						
		2	2	2	2-3	2-3

E - EXISTING CONDUCTORS/CABLES IN NEW CONDUIT
 N - NEW CONDUCTOR/CABLES IN EXISTING CONDUIT
 △1 EXISTING CONDUIT WITH EXISTING CONDUCTORS/CABLES
 △ NEW CONDUIT WITH NEW CONDUCTORS/CABLES

POLE AND EQUIPMENT SCHEDULE

LOCATION	STANDARD			VEH SIG MTG		PED SIGNAL MTG	PBA*		LED LUMINAIRE (WATTS)	SPECIAL REQUIREMENTS	
	TYPE	SMA	LMA	MAST ARM	POLE		ø	ARROW			
(A)	CALTRANS STANDARD	30'	20'	MAS	SV-2-T	SP-2-T	2 8	← ←	200	REMOVE THE EXISTING ø2 SIGNAL HEAD ON MAST ARM. INSTALL NEW 5-SECTION DOGHOUSE SIGNAL HEAD ON MAST ARM. REMOVE EXISTING ø4 SIGNAL HEAD ON POLE. INSTALL NEW ø4 4-SECTION SIGNAL HEAD ON POLE. REMOVE THE EXISTING SIGNS ON SIGNAL POLE. EXISTING R3-4 SIGN ON SIGNAL MAST ARM TO REMAIN. INSTALL NEW R10-12 SIGN ON SIGNAL MAST ARM. EXISTING SNS (Laurel St) ON SIGNAL MAST ARM TO REMAIN. EXISTING ø2/ø5 VIDEO DETECTION CAMERA TO REMAIN. INSTALL NEW GPS-ENABLED EVP ON SIGNAL POLE.	
(B)	1-B					TV-2-T	SP-2-T	2 4	→ ←		
(C)	CALTRANS STANDARD	20'		MAS	SV-2-T	SP-2-T	4 6	← →	200	REMOVE THE EXISTING ø6 SIGNAL HEAD ON MAST ARM. INSTALL NEW 5-SECTION DOGHOUSE SIGNAL HEAD ON MAST ARM. REMOVE EXISTING ø8 SIGNAL HEAD ON POLE. INSTALL NEW ø8 LEFT TURN SIGNAL HEAD ON POLE. REMOVE THE EXISTING SIGNS ON SIGNAL POLE. EXISTING R3-4 SIGN ON SIGNAL MAST ARM TO REMAIN. INSTALL NEW R10-12 SIGN ON SIGNAL MAST ARM. INSTALL NEW R3-4 SIGN ON SIGNAL POLE. EXISTING SNS (Laurel St) ON SIGNAL MAST ARM TO REMAIN. EXISTING VIDEO DETECTION CAMERAS ON SIGNAL MAST ARM TO REMAIN.	
(D)	19-4-100	30'	12'	MAS MAS		SV-1-T	SP-2-T			200	INSTALL SNS (Ravenswood Ave) ON SIGNAL MAST ARM PER CITY OF MENLO PARK STANDARD DETAIL ST-13. INSTALL R10-11a AND DETAIL C (SEE SHEET TS-1) SIGNS ON SIGNAL POLE. INSTALL PEU ON TOP OF POLE.
(E)	PBA POST						6 8	← →			

* ALL NEW PEDESTRIAN PUSH BUTTON ASSEMBLIES SHALL BE THE LATEST MODEL OF THE POLARA BULLDOG OR APPROVED EQUAL. ALL NON-ADA COMPLIANT EXISTING PEDESTRIAN PUSH BUTTON ASSEMBLIES SHALL BE REPLACED WITH THE LATEST MODEL OF THE POLARA BULLDOG OR APPROVED EQUAL.

11/15/2023 10:58 AM
 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

DATE: 02/23/21
 SCALE: AS SHOWN
 DRAWN BY: CT
 DRAWING NAME:
 DESIGNED BY: AL
 CHECKED BY: JW
 SURVEYED BY:

APPROVED:
 KRISTANN M. CHOY, P.E., ACTING TRANSPORTATION MANAGER
 CITY OF MENLO PARK
 DATE: _____ R.C.E. # 64730

NO.	BY	DATE	REVISIONS

CITY OF MENLO PARK
 TRANSPORTATION DIVISION
 701 LAUREL STREET, MENLO PARK, CA 94025-3483
 PHONE (650) 330-8740 FAX (650) 327-5497



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RAVENSWOOD AND LAUREL STREET
 POLE AND CONDUCTOR SCHEDULES

SHEET **4**
 OF 4 SHEETS
 PROJ. NAME



STAFF REPORT

City Council
Meeting Date: 4/27/2021
Staff Report Number: 21-089-CC

Consent Calendar: **Authorize the city manager to enter into agreements with Chrisp Company and Quality Striping Inc. for the annual citywide street signage and striping program and authorize the city manager the option to extend the agreements for up to two additional years**

Recommendation

Staff recommends that the City Council authorize the city manager to enter into agreements with Chrisp Company and Quality Striping Inc. on an on-call basis for the annual citywide street signage and striping program (Program) and authorize the city manager the option to extend the agreements for up to two additional years.

Policy Issues

This project is consistent with several policies in the 2016 general plan circulation element. These policies seek to provide and maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe, and active community and quality of life throughout Menlo Park.

Background

The City annually allocates funds from Measure A to repair and maintain city street signage and striping. Approximately 60 percent of the annual budget is used for striping maintenance and 40 percent for sign maintenance depending upon repairs needed annually. The program assists in maintaining and upgrading the City's signage and striping infrastructure to comply with current State and Federal standards.

The program is currently divided into two areas:

- Routine signage and striping work: maintain existing signs and striping to ensure they meet standards and are adequately visible to street users, including people walking, bicycling or driving.
- Responsive signage and striping work: perform new installations in response to public requests, field investigations and emergency projects.

In July 2019, the City entered into agreements with Chrisp Company and Tri-Valley Striping Inc. for citywide signage and striping on-call services, with the option to renew the contracts for an additional three years.

Analysis

On February 27, 2020, Tri-Valley Striping opted to terminate the remainder of their contract with the City effective July 2020 due to constraints in their work force and loss of revenue. During that time, the City was responding to budget uncertainty and experiencing minimal traffic due to the COVID-19 pandemic. As a result, staff elected to continue the program with only Chrisp Company and to actively monitor its work load. To date, the City has fulfilled all program needs.

As staff continues to monitor changes in travel behavior with the pandemic, regional and local traffic is experiencing an increase. In anticipation of needs for the upcoming fiscal year, staff requested informal bids from local qualified companies to restore the program capacity to its prior levels.

Similar to previous years, the bid was structured on a unit price basis to allow contractors to perform a variety of work and projects up to a yearly program budget amount of \$120,000. After an open period of two weeks, staff received a total of two bids: Chrisp Company and Quality Striping Inc. Both companies demonstrated qualifications to perform the work as specified in the bid requirements. Both companies have offices located within a 30-mile radius and completed contracts for the program in the past.

Staff reviewed both bids and took into consideration the size of projects completed by each bidder, their references and ultimately, the estimated cost of each bidder to perform the work. Staff then estimated quantities for typical projects to be completed and compared bid prices to complete those projects. The following table shows the bid comparisons for a typical signage and striping project:

Table 1: Bid comparisons for a typical project		
	Chrisp Company	Quality Striping Inc.
Striping estimate	\$62,490.00	\$74,409.50
Signage estimate	\$13,175.00	\$22,906.25
Estimated total cost	\$75,665.00	\$97,315.75

Staff is recommending the City enter into agreements with both Chrisp Company and Quality Striping Inc., using each company on an on-call basis depending on the work needed, with the option to extend the agreements for up to an additional two years. Having two on-call contractors allows the City flexibility in assigning urgent/emergency projects and ensures that one contractor would be available. As projects are brought forward, staff will utilize judgement in determining the contractor to perform the assigned work.

Impact on City Resources

There is currently \$120,000 budgeted for the program in the current fiscal year from the Measure A program. The budgeted amount proposed for fiscal year 2021-22 is anticipated to remain the same. Staff is not requesting additional resources at this time; however, if future budget amounts are modified prior to contract execution or extension of the agreements, the contract amounts would be adjusted accordingly (e.g., if City Council modified the program to \$100,000 in the upcoming or future years, the agreements would reflect that amount.)

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. Projects to be installed under these contracts are typically categorically exempt under CEQA Guidelines §§15301(c), minor alteration of existing public facilities.

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

Report prepared by:
Patrick Palmer, Engineering Technician

Report reviewed by:
Kevin Chen, Senior Transportation Engineer

**STAFF REPORT****City Council**

Meeting Date: 4/27/2021
Staff Report Number: 21-093-CC

Consent Calendar: **Adopt Resolution No. 6622 approving the Menlo Park advisory bodies real property reporting form and requiring certain advisory bodies of the City of Menlo Park to submit said form on an annual basis**

Recommendation

Staff recommends that the City Council adopt Resolution No. 6622 (Attachment A) approving the Menlo Park advisory bodies real property reporting form and requiring certain advisory bodies of the City of Menlo Park to submit said form on an annual basis.

Policy Issues

City Council adopts, by ordinance, reporting requirements of various financial interests that may present a conflict of interest for decision makers include public officials, governmental employees and consultants. On March, 23, 2021 the City Council adopted Resolution No. 6618 setting forth those positions and officials required to report various financial interests on an annual basis using the State Form 700. This action would require additional appointed officials who are not required to submit Form 700s, to submit, on an annual basis, a report detailing real property interests within the City of Menlo Park (Attachment B.)

Background

At the October 27, 2020 City Council meeting, the City Council directed staff to add any current or future advisory body created related to land use, real property, and the housing element to the conflict of interest code. At the March 23, 2021 City Council meeting, the City Council directed staff to create a form requiring only the reporting of real property in Menlo Park for advisory body members impacting land use, real property, and the housing element for City Council consideration, and inform current advisory body members and applicants of the upcoming agenda item.

Analysis

The proposed action would direct staff to implement the form (Attachment B) requiring that certain appointed officials report real property interests in Menlo Park. Those required to report such interests include those officials and positions that impact, influence or advise on land use, real property, and the City's general plan housing element. The new reporting requirements would thus apply to current and future members of the Complete Streets Commission (CSC), Housing Commission (HC), and the proposed Housing Element Community Engagement and Outreach Committee (CEOC.)

Staff has alerted current members and applicants of the CSC and HC of tonight's proposed action. Staff will inform all future applicants of the CSC, HC, and CEOC of action of the City Council.

Impact on City Resources

There is no impact on City resources.

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. 6622
- B. Interest in real property form

Report prepared by:
Judi A. Herren, City Clerk

Report reviewed by:
Nira F. Doherty, City Attorney

RESOLUTION NO. 6622

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
APPROVING THE MENLO PARK ADVISORY BODIES REAL PROPERTY
REPORTING FORM AND REQUIRING CERTAIN ADVISORY BODIES OF THE CITY
OF MENLO PARK TO SUBMIT SAID FORM ON AN ANNUAL BASIS**

WHEREAS, City Council adopts, by ordinance, reporting requirements of various financial interests that may present a conflict of interest for decision makers include public officials, governmental employees and consultants; and

WHEREAS, the City would require additional appointed officials who are not required to submit Form 700s as governed by the City's conflict of interest code, to submit, on an annual basis, a report detailing real property interests within the City of Menlo Park; and

WHEREAS, the reporting of real property in Menlo Park for advisory body members impacting land use, real property, and the housing element; and

WHEREAS, those required to report such interests include those officials and positions that impact, influence or advise on land use, real property, and the City's general plan housing element; and

WHEREAS, the new reporting requirements would apply to current and future members of the Complete Streets Commission, Housing Commission, and Housing Element Community Engagement and Outreach Committee.

NOW, THEREFORE, BE IT RESOLVED, the City shall require the reporting of real property in Menlo Park for advisory body members impacting land use, real property, and the housing element; and

BE IT FURTHER RESOLVED, these additional appointed officials who are not required to submit Form 700s as governed by the City's conflict of interest code are to submit form on an annual basis.

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 twenty-seventh day of April, 2021, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty- seventh day of April, 2021.

Judi A. Herren, City Clerk



STAFF REPORT

City Council Meeting Date: 4/27/2021
Staff Report Number: 21-094-CC

Consent Calendar: **Authorize the formation of the Community Engagement and Outreach Committee for the housing element update project**

Recommendation

Staff recommends that the City Council authorize the formation of the Community Engagement and Outreach Committee for the housing element update project.

Policy Issues

The components of the housing element update will consider a number of land use, environmental and housing policies.

Background

The City is beginning the housing element update project, which the City Council identified as a project priority in 2020 and most recently confirmed at its meeting April 20, 2021. Commonly referred to as the “housing element update” for simplicity, the project is defined more broadly than updating the housing element itself. The project consists of the following components over the next 18-20 months:

- Update the housing element, including addressing affirmatively furthering fair housing (AFFH), rezoning property to meet the City’s Regional Housing Need Allocation (RHNA), and amending the land use element of the general plan and the zoning ordinance, as needed;
- Prepare an Environmental Justice Element (SB 1000) to advance equity and address potential environmental health risks in the City;
- Update the Safety Element (SB 379 pertaining to climate adaptation) for compliance with State law; and
- Prepare a Fiscal Impact Analysis (FIA) and Environmental Impact Report (EIR) to inform the public and decision-makers of potential financial and environmental impacts of the project.

An integral part of the project is to create a community engagement and outreach process that is inclusive and intentional in order to adopt a project that reflects the community’s input and values while meeting mandated State requirements. As one of the project’s objectives, the City will be approaching the project with a racial equity lens. The City Council has expressed support and the importance of elevating the conversation about racial equity, in partnership with the National League of Cities’ Race, Equity and Leadership (REAL) initiative. The housing element alone cannot resolve racial disparities; however, it can be used as a steppingstone for broader dialogue, understanding and action. Attachment A includes a memorandum to the city manager with an update about the REAL program implementation and the housing element update.

With the emphasis on creating an inclusive process, staff recommends City Council authorize the formation of an advisory group focused on community engagement and outreach for the housing element update project. The concept and details were provided to the City Council in an informational staff report April 13, 2021, which is included as Attachment B, and summarized below.

Analysis

Formation of Community Engagement and Outreach Committee

Like many past projects with citywide significance, the housing element update's scope of work also identifies the creation of an advisory group to provide feedback on particular topics and to serve as ambassadors of the project. Given the strong emphasis on creating an inclusive process, the formation of the Housing Element Community Engagement and Outreach Committee (CEOC) will be an integral partner in providing feedback on the engagement and outreach plan. The CEOC would be comprised of 10 members, with five members appointed by the City Council (one from each district) and the remaining five anticipated to be selected at random by the City Council. The final selection methodology will be presented along with the candidates to the City Council for appointments, tentatively scheduled for May 25.

The CEOC's overall purpose is to assist the City in ensuring a broad and inclusive community outreach and engagement process. Members will have an opportunity to help guide and provide feedback on the types and frequency of activities/events/meetings and the strategies and methods for communicating with the various stakeholders in the community. The committee would not provide policy guidance, though members are welcome to participate in planned events and meetings as individuals.

The primary responsibilities of the group would be to:

- Serve as an ambassador of the project and encourage people to participate in the process;
- Help guide and provide feedback on the community engagement plan; and
- Serve as a community resource to provide information to and receive input from the community on matters related to community engagement and public outreach.

The primary responsibilities of each member would be to:

- Identify effective ways to inform and engage the various stakeholders about the project;
- Commit to constructive dialogue, mutual respect and collaboration; and
- Share local knowledge.

The CEOC would be a Brown Act body and is anticipated to have monthly meetings between May 2021 and November 2021, and check-in meetings as needed through the 20-month process. Meetings would likely occur Thursday evenings from 6 p.m. to 8 p.m. to avoid potential conflicts with other City Council and Commission meetings. The first meeting is tentatively scheduled for Thursday, May 27. It is anticipated that the meetings would occur remotely at first, but could transition to in-person or hybrid sessions as it becomes safe to do so. Depending on input from the CEOC, the community engagement schedule and activities could be modified.

Given the necessary time for recruitment and the time-intensive nature of the housing element update process, staff commenced the recruitment process April 16 following the City Council's review of the information item on this topic April 13. Applications (in English and Spanish) are currently available on the Advisory commissions and committees' and housing element's webpages, included as Attachment C and D respectively. Ideally, the composition of the CEOC would reflect the City's different City Council districts and also represent a diversity of interests, and characteristics, including gender, age, race, ethnicity and residential tenancy (renter or homeowner.) Therefore, the City is producing a citywide mailer to promote the

housing element update and inform all Menlo Park residents about the CEOC recruitment. This is a once in a decade opportunity to serve on the advisory committee. Applications are due by May 12, 2021, with City Council appointments anticipated to occur May 25.

City Council subcommittee

At its April 13, 2021, meeting, the City Council also discussed the formation of an ad hoc Housing Element subcommittee. Mayor Combs and City Councilmember Wolosin expressed interest in serving on this subcommittee, although no formal action for the creation or appointments was taken at that time. Staff is targeting the City Council meeting of May 11, 2021, to establish the formation of the Housing Element Update subcommittee, appoint its two members and confirm the subcommittee's charge. The intended purpose of the subcommittee would be to advise on key topics areas: 1) project objectives, 2) site selection, and 3) goals, policies and programs for the three different general plan elements, 4) liaising with other agencies/districts, and other topics as necessary where City Council feedback would be beneficial for maintaining the project schedule. Staff is proposing to schedule a meeting with the subcommittee following its confirmation to help prepare for a discussion on the project objectives and framework at the City Council meeting May 25, 2021. The ad hoc subcommittee would disband following action on the project.

Next Steps

The following are the targeted next steps in the housing element update process:

- May 11 - Establish City Council subcommittee;
- Week of May 10 - Conduct first subcommittee meeting to review project objectives and framework;
- May 25 - Appoint members to serve on the CEOC;
- May 25 - Confirm project objectives and framework; and
- May 27 - Conduct first CEOC meeting.

Impact on City Resources

On November 10, 2020, the City Council authorized up to \$1.69 million for the preparation of the housing element, including consultant services and partial funding for two full-time equivalents for the fiscal year 2020-21. On March 23, 2021, the City Council authorized the city manager to negotiate a scope of work and fee and execute an agreement with the M-Group for a fee, not to exceed \$982,000.

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. As part of the Housing Element Update process, an environmental impact report (EIR) will be prepared.

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. Memorandum on Race, Equity, And Leadership (REAL) program implementation and the 2022 housing element update
- B. Hyperlink – City Council Staff Report #21-079-CC: [menlopark.org/DocumentCenter/View/27892/L4-](https://www.menlopark.org/DocumentCenter/View/27892/L4-)

Staff Report #: 21-094-CC

[20210413-CC-Housing-element-committee\)4](#)

C. Hyperlink – Advisory commissions and committee webpage: menlopark.org/commissions

D. Hyperlink – Housing element webpage: menlopark.org/housingelement

Report prepared by:

Deanna Chow, Assistant Community Development Director

Report reviewed by:

Justin Murphy, Deputy City Manager



MEMORANDUM

Date: 4/22/2021
To: Starla Jerome-Robinson, City Manager
From: Nick Pegueros, Assistant City Manager
Re: Race, Equity, And Leadership (REAL) program implementation and the 2022 Housing Element Update

At their March 23 meeting, City Council provided direction to City staff to begin work on a racial equity initiative in conjunction with the National League of Cities (NLC). NLC assists governmental entities in their racial equity work through their Race, Equity, and Leadership (REAL) program and defines 'racial equity' as "Closing the gaps" so that race does not predict one's success, while also improving the outcomes for all."

An internal team along with the M-Group has consulted with NLC's REAL team to inform the 2022 housing element update engagement plan. NLC staff prompted a discussion of the relationship between the housing element update and the city's overall racial equity initiative. As a policy document that will establish housing objectives, policies, and programs in response to the City's housing needs, the housing element can help address past policies and practices that have contributed to racial inequities in Menlo Park. While there exists a strong link between housing policies and racial equity, the City's racial equity work must extend beyond the housing element if the City desires real and lasting change that improves the lives of all residents.

The internal team, with advice from NLC staff, is preparing a broader racial equity program implementation recommendation that incorporates racial equity in the City Council's recently adopted 2021 priorities: redistricting, reimagining public safety, climate action plan implementation, ConnectMenlo community amenities list update, Menlo Park Community Campus project, reimagining downtown, and Caltrain rail corridor quiet zone analysis. The recommendation is tentatively scheduled for May 11 City Council consideration.

As part of the May 11 recommendation, the report explores the creation of a "City Manager's advisory group on racial equity" comprised of community leaders who will advise and amplify racial equity considerations in policy development. Through their extensive community-based network, advisory group members can help identify those in the community most impacted by a project or policy and ensure that those voices are represented in project delivery or policy development. The advisory group members can also advise staff on messaging and programming customized to reach targeted audiences to improve connectivity between those impacted and the project or policy.

The advisory group structure is still under development and presents several operational questions best addressed before the group's formation. As an advisory body to the City Manager, the group will interface primarily with the Assistant City

Manager and Public Engagement Manager, both members of the City Manager's Office. The working group will not be subject to the open meetings act, which will allow significant flexibility in meeting times, frequency, and discussion. Additional areas to be addressed in the May 11 recommendation include:

- Recruitment and selection of advisory group members;
- Role, responsibilities, and the use of subgroups to focus on specific areas such as the housing element, climate action plan, Caltrain rail corridor quiet zone analysis, etc.;
- Coordination with outreach efforts by City Council advisory bodies include the newly formed housing element community engagement and outreach committee;
- Partnership with NLC and community-based organization(s) to serve as an executive or steering committee for the advisory group;
- Impact, if any, on City Council priority projects;
- Budgetary requirements, if any, including augmented staff capacity and contracts with community-based organizations to support their engagement and outreach efforts; and
- Coordination with NLC on internal leadership development on racial equity through the REAL program.

I want to recognize the contributions of the team assembled to kickoff this effort including:

NLC staff: Leon Andrews, Seantae Byers, Jordan Carter

M-Group staff: Geoff Bradley, Sung Kwon

City staff: Justin Murphy, Clay Curtin, Deanna Chow



STAFF REPORT

City Council

Meeting Date:

4/27/2021

Staff Report Number:

21-090-CC

Regular Business:

Proposed phase-in sequence for safely and sustainably expanding public access to facilities and services

Recommendation

City staff recommends that the City Council review and provide direction regarding the proposed phase-in sequence for safely and sustainably expanding public access to facilities and services.

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal services to the Menlo Park community; allocates resources to support and maintain city facilities and operations and provide services to residents; and ratifies and/or rescinds local emergency orders.

Background

Most city-owned facilities have remained closed to indoor public access since March 12, 2020. This precaution was and continues to be necessary to protect public health by minimizing opportunities for congregation, both public and employee. The necessary preparations to expand public access to facilities and services require significant investments of time and resources during a period when the organization's personnel resources are extraordinarily limited.

The City Council in recent weeks has received the following reports pertaining to the topic of expanding services to further indoor public access:

- March 9. Upcoming City Council consideration of objective criteria to guide facility reopening, service restoration, and reactivation of programs and events (Attachment A.)
- April 6. Approve criteria to guide facility reopening, service restoration, and reactivation of programs and events (Attachment B.)
- April 13. Library and community services facility, program and event reactivation (Attachment C.)

Analysis

Key considerations for safe and sustainable service expansion

What follows is a summary of the key considerations for safely and sustainably expanding public access to City facilities and services. Each are described in additional detail in the above noted reports.

- Non-congregate City services are operating in modified formats to promote safety of customers and city staff
- Most customers and all city employees are now eligible for vaccination and access to vaccines continues to be a challenge in San Mateo County

- City budget has yet to be amended to provide for staffing, contract services, and capital improvements necessary to expand public access to facilities and services
- Minimum lead time needed to expand public access to facilities and services is eight to 10 weeks
- Public health guidance on variants and updated public health practices

The City has continued to provide a wide range of services to the community during the pandemic. With a few exceptions, the vast majority of city services continue to be delivered in modified formats that do not include indoor public access to city facilities at this time.

- The police department has provided public safety 24/7 throughout the pandemic
- The public works department has continued to operate the water utility, perform maintenance and other essential components of its operation throughout the pandemic
- City-owned outdoor parklands have remained open and accessible to the general public, with some limitations, throughout the pandemic.
- The senior center nutrition program has delivered meals directly to homebound seniors and conducted regular wellness checks by telephone throughout the pandemic
- The child care and afterschool care centers, aquatic centers, skate park, tennis courts, athletic fields, and the city hall permit counter were reopened to limited public access in mid-2020
- The library reopened with safe and efficient curbside pickup services to residents in mid-2020
- Recreation classes and community events were reopened in all-outdoor or virtual formats in the fall of 2020
- City-owned playgrounds were reopened to public access with limitations in the fall of 2020
- Other departments including community development, city manager's office, and administrative services have continued to operate primarily through remote work with some on-site operations such as building inspections throughout the pandemic.

Prioritization and phase-in sequence

Prioritization and sequencing for expanding services to include further indoor public access is recommended to be phased-in over a period of six to nine months, with the first phase occurring as soon as possible and practical (Attachment D.) The Governor has announced that the tiered system that imposes capacity restrictions on facilities will expire June 15. Staff is preparing for expanded public access to facilities and services shortly thereafter.

Impact on City Resources

Programming decisions and revenue expectations, including a recommended reactivation budget to make any physical improvements to City facilities necessary to reopen, will be incorporated into the city manager's proposed budget and will guide the development of the operating budget for fiscal year 2021-22.

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. The City Council in duly noticed public meetings received relevant preliminary

reports March 9, April 6 and April 13. The Library Commission April 19 in a duly noticed public meeting unanimously recommended expanding indoor public access to city libraries on or near July 1.

Attachments

- A. Hyperlink – City Council Staff Report # 21-051-CC: menlopark.org/DocumentCenter/View/27558/H2-20210309-CC-Facility-reopening-guide
- B. Hyperlink – City Council Staff Report # 21-069-CC: menlopark.org/DocumentCenter/View/27831/H3-20210406-CC-Reopen-and-restore-services
- C. Hyperlink – City Council Staff Report # 21-078-CC: menlopark.org/DocumentCenter/View/27891/L2-20210413-CC-LCS-reactivation
- D. Proposed phase-in sequence

Report prepared by:

Sean Reinhart, Director of Library and Community Services

Nick Pegueros, Assistant City Manager

Report reviewed by:

Starla Jerome-Robinson, City Manager

**Proposed phase-in sequence for safely and sustainably
expanding access to facilities and services**

- Establishing a phase-in sequence will provide City Council, city staff, and the general public the benefit of clear and realistic expectations for when the various city facilities and services may be safely and sustainably expanded to further public access.
- Phasing-in facility and service expansions over a period of several months is strongly recommended to ensure that expanded public access can be implemented safely and sustainably with limited operational capacity and resources.
- Due to significant reductions in staffing and operating budget made necessary by the economic downturn, the city lacks the operational capacity to safely and sustainably expand indoor public access to all facilities and services at once.
- Most of congregate facilities will have been dormant for more than a year, and some facility modifications and service adaptations are necessary to enhance safety and resiliency against the “long tail” of COVID-19, viral variants, vaccine hesitancy, and future viral outbreaks.
- Phasing-in and sequencing of expanded public access is recommended to occur over a period of several months, beginning on or soon after the State removes restrictions to congregate activities, currently anticipated on June 15, 2021.
- The proposed sequencing is consistent with and dependent upon multiple converging factors including:
 - Community needs, and safety for vulnerable or unvaccinated persons
 - Potential changes to state-imposed restrictions and health guidance
 - Further advancement of community vaccination efforts
 - Continuing risks to employee and public health from viral variants and vaccine hesitancy
 - Time and resources needed for facility and staff preparations
 - Constraints on resources and personnel as a result of the economic downturn.
- The proposed phase-in sequence could potentially be accelerated or slowed down depending on changing events and circumstances, for example if additional resources and capacity are brought to bear, or if vaccine-resistant COVID-19 variants emerge and spread, among other factors.
- City Council may choose to revise or reorder the phase-in sequence at any time.

Service expansion Phase 1

1. Interim services during MPCC construction
 - a. Senior center services (at Arrillaga Recreation Center). This population has possibly the greatest need for in-person social contact and support and was among the first populations eligible to receive vaccinations. (However, not all seniors are or will be vaccinated and this age group has among the highest risk of severe illness and death from COVID-19). The current Menlo Park Senior Center building is scheduled to be demolished in June 2020 to make way for construction of the replacement Menlo Park Community Campus (MPCC) facility. Per the interim services plan¹ approved by City Council on February 25, 2020, senior center services are planned to be based in the Arrillaga Family Recreation Center (ARC) during the construction phase.
 - b. Onetta Harris Community Center (at Belle Haven Branch Library). The Belle Haven Branch Library presents an option to host some community recreation classes such as yoga, dance, health and wellness, among other offerings.
 - c. Neighborhood Services Center. The Neighborhood Services Center is currently closed to public

¹ Hyperlink. menlopark.org/DocumentCenter/View/24333/H1-20200225-CC--publish-late-slip-sheet

access and may present an option to provide community meeting space in phase one or phase two, depending on site modifications.

2. Lower-risk public services currently operating in modified format– indoor library access and outdoor recreation. Public library services, outdoor recreation, and virtual classes and events pose relatively low risk to employees and members of the general public and are currently operating in modified formats. Prioritizing these services in the service expansion sequence would provide all members of the community the benefit of some expanded access at the earliest safe opportunity, and these service expansions are achievable within current resource and staffing limitations because the services are already in operation in modified formats.
 - a. Indoor public access to Main Library and Belle Haven Branch Library
 - b. Outdoor recreation programs
 - c. Virtual classes and events
3. Police lobby. The police department lobby is by design a highly controlled and safe environment, for example security glass around service counters and the presence of sworn public safety personnel.

Service expansion Phase 2

4. Moderate-risk indoor community services programs
 - a. Indoor recreation programs targeted to children and youth. These services often involve third-party instructors and high volumes of participants engaged in physical exertion and respiration in close proximity to others, which increases the risk of viral transmission when such activities are undertaken indoors. User fees create a barrier to participation for some residents and increase participants' expectations of service availability and quality. Outdoor versions of these programs provide some viable temporary alternatives during the fair-weather seasons. This group of services does not include high-contact indoor programs like gymnastics.
 - b. Indoor recreation programs targeted to the general population. Similar to the youth-targeted programs noted above and in the same reactivation group, but placed at a slightly lower priority than youth-focused programs due to adults' generally greater mobility and resources to avail themselves of private sector alternatives – private gyms, dance/movement studios, etc.
5. City Council chambers for meetings of elected and appointed governmental bodies. Meetings of government bodies are open to the general public and can result in high-density gatherings lasting several hours, i.e., high-risk environments for viral spread. The Governor in March 2020 temporarily suspended certain provisions of the Brown Act to allow these meetings to take place virtually and decrease the risk to officials and their constituents when engaged in official government business. It is recommended that meetings continue to be all-virtual until this risk has been fully mitigated, or until the relevant Brown Act provisions are modified or reinstated by the Governor or Legislature. Additionally, virtual access to these meetings has been long sought by some community members who would benefit from the increased accessibility the virtual option provides. Should City Council desire to retain a virtual attendance option for members of the public even after in-person meetings resume, additional time will be necessary to update and adapt the City Council chambers technology systems to accommodate this access.

Service expansion Phase 3

6. High-contact indoor programs, including gymnastics. These programs, primarily gymnastics, involve close, physical person-to-person contact combined with high levels of physical exertion and respiration for extended periods of time in indoor environments. Additionally, the gymnastics program currently has no city resources allocated toward operations, and additional time is needed for City Council and staff to undertake the process needed to assess service delivery options, identify resources, and implement services for the program.
7. City Hall for general public access. City Hall is a complex office facility that includes some public access areas, some employees-only areas, and some elevated-security areas. It is the base of

operations for most of the city's workforce. In some areas, public access hallways and conference rooms are embedded in employee work areas, and restrooms are shared by employees and the general public. The permit counter on the first floor is currently accessible to the public on a limited basis by appointment and is recommended for further expanded access in an earlier reactivation group. The remainder of the public access areas including the second floor are less frequently used by the general public. Virtual and telephonic options are in place and have proven to be viable temporary alternatives to in-person public access to these areas. For these reasons, preparing these areas for indoor public access can be placed at a lower priority relative to the more high-demand, high-need services noted in the earlier service expansion groups.

Service expansion Phase 4

8. Facility rentals. This facility use involves high-density indoor gatherings that last for extended periods of time and often include consumption of food and drink, loud talking, singing, and physical exertion such as dancing, and are high-risk environments for viral spread. For these reasons, this facility use is proposed to be among the last to reactivate.
9. Special events. Large-scale special events, whether indoors or outdoors, result in large, high-density gatherings of people from numerous households that carry the greatest risk of viral spread, and can take several months of advance planning and investment in financial and personnel resources to execute safely and effectively. For these reasons, large-scale events are proposed to be among the last to reactivate.
10. All other indoor programs.

Agenda item K1
Julie Shanson, Resident

Esteemed council and senior Staff. I urge you to open the library for service. Our neighboring cities have already made this possible.

Even at limited capacity, it makes sense that the buildings like the library could be ready far sooner than July. In addition, I urge you to resume senior services in limited capacity, and as the weather warms, make city buildings available as respite from extreme heat. Please encourage staff to take the appropriate steps for a safe reopening as soon as possible.



**PROPOSED PHASE-IN SEQUENCE FOR SAFELY AND
SUSTAINABLY EXPANDING PUBLIC ACCESS**
City Council Meeting – April 27, 2021



RECOMMENDATION

- City Council provide direction regarding the proposed phase-in sequence for safely and sustainably expanding indoor public access to city facilities and services.

BACKGROUND



The City Council has received published reports on the topic of expanding services to further indoor public access:

- [March 9](#). Upcoming City Council consideration of objective criteria to guide facility reopening, service restoration, and reactivation of programs and events
- [April 6](#). Approve criteria to guide facility reopening, service restoration, and reactivation of programs and events
- [April 13](#). Library and community services facility, program and event reactivation



SERVICES CURRENTLY PROVIDED IN MODIFIED FORMATS

- Police department 24/7
- Water utility, streets, landscape, facility maintenance
- City-owned outdoor parklands
- Senior center nutrition by home delivery, wellness checks by telephone
- Childcare, afterschool care, aquatic centers, skate park, tennis courts, athletic fields, and the city hall permit counter since mid-2020
- Library curbside pickup since mid-2020
- Recreation classes, community events outdoor or virtual since fall 2020
- City-owned playgrounds since fall 2020
- Community development, city manager's office, and administrative services - remote work with some on-site operations like building inspections



KEY CONSIDERATIONS FOR SAFE AND SUSTAINABLE SERVICE EXPANSION

- Non-congregate City services are operating in modified formats to protect health safety of customers and city staff
- City lacks the operational capacity to safely and sustainably expand indoor public access to all facilities and services at once
- Most customers and all city employees are now eligible for vaccination; vaccine access and vaccine hesitancy continue to pose challenges
- City budget has yet to be amended to provide for staffing, contract services, and capital improvements necessary to expand public access to facilities and services
- Public health guidance on variants and safety protocols



PRIORITIZATION AND PHASE-IN SEQUENCE

- Provides City Council, staff, and public clear and realistic expectations for when city services may be safely expanded
- Minimum lead time needed to expand public access to facilities and services is eight to 10 weeks
- Phasing-in and sequencing is recommended over several months, starting soon after the State lifts restrictions June 15
- Library Commission unanimously recommends expanding library access, considered a lower-risk activity, on or near July 1
- New fiscal year takes effect July 1
- Phase-in sequence can be adjusted to changing circumstances
- City Council can revise the phase-in sequence at any time.

EXPANSION PHASE 1



1. Interim services during MPCC construction
 - Senior center services (at Arrillaga Recreation Center)
 - Onetta Harris Community Center (at Belle Haven Branch Library)
 - Neighborhood Services Center. Possible option to provide community meeting space in phase one or phase two, depending on site modifications.
2. Lower-risk public services currently operating in modified format
 - Indoor public access to Main Library and Belle Haven Branch Library
 - Outdoor recreation programs
 - Virtual classes and events
3. Police lobby

EXPANSION PHASE 2



4. Moderate-risk indoor community services programs
 - Indoor recreation programs targeted to children and youth
 - Indoor recreation programs targeted to the general population.
5. City Council chambers for meetings of elected and appointed governmental bodies
 - Meetings of government bodies are open to the general public and can result in high-density gatherings lasting several hours, i.e., high-risk environments for viral spread. The Governor in March 2020 temporarily suspended certain provisions of the Brown Act to allow these meetings to take place virtually and decrease the risk to officials and their constituents when engaged in official government business. It is recommended that meetings continue to be all-virtual until this risk has been fully mitigated, or until the relevant Brown Act provisions are modified or reinstated by the Governor or Legislature.

EXPANSION PHASE 3



6. High-contact indoor programs, including gymnastics

- These programs, primarily gymnastics, involve close, physical person-to-person contact combined with high levels of physical exertion and respiration for extended periods of time in indoor environments. Additionally, the gymnastics program currently has no city resources allocated toward operations, and additional time is needed for City Council and staff to undertake the process needed to assess service delivery options, identify resources, and implement services for the program.

7. City Hall for general public access

- City Hall is a complex office facility that includes some public access areas, some employees-only areas, and some elevated-security areas. In some areas, public access hallways and conference rooms are embedded in employee work areas, and restrooms are shared by employees and the general public. The permit counter on the first floor is currently accessible to the public on a limited basis by appointment and is recommended for further expanded access in an earlier reactivation group.

EXPANSION PHASE 4



8. Facility rentals

- This facility use involves high-density indoor gatherings that last for extended periods of time and often include consumption of food and drink, loud talking, singing, and physical exertion such as dancing, and are high-risk environments for viral spread. For these reasons, this facility use is proposed to be among the last to reactivate.

9. Special events

- Large-scale special events, whether indoors or outdoors, result in large, high-density gatherings of people from numerous households that carry the greatest risk of viral spread and can take several months of advance planning and investment in financial and personnel resources to execute safely and effectively. For these reasons, large-scale events are proposed to be among the last to reactivate.

10. All other indoor programs



RECOMMENDATION

- City Council provide direction regarding the proposed phase-in sequence for safely and sustainably expanding indoor public access to city facilities and services.



STAFF REPORT

City Council
Meeting Date: 4/27/2021
Staff Report Number: 21-095-CC

Regular Business: **Approve the creation of a new fund for one-time revenue, amend the fiscal year 2020-21 budget, and approve direction for development of the fiscal year 2021-22 budget**

Recommendation

The recommendation is that City Council:

1. Approve the creation of a new fund, the one-time revenue fund, for non-recurring revenue purposes including annual development agreement (DA) payments from Facebook, American Rescue Plan Act (ARP) funds, and other future purposes as identified by City Council.
2. Amend the fiscal year 2020-21 budget to transfer the fund balance assigned to the public safety DA as of July 1, 2020, \$2,607,766; transfer fiscal year 2020-21 city services contribution net revenue as of March 31, 2021, \$1,067,510; and appropriate one half of the anticipated ARP funds, \$3,265,500.
3. Approve the use of unrestricted general fund balance in fiscal year 2020-21 to maintain public safety expenditures at the budgeted level.

Policy Issues

The City Council retains control over all budgetary appropriations, including adoption of an annual budget and any subsequent amendments.

Background

The City's budgeting and accounting processes have included a number of one-time revenues in the general fund in recognition of the general fund's purpose as the least-restricted and including the broadest range of expenditures. This practice does not preclude creation of a separate fund, considered as a portion of the General Fund for financial statement purposes, to better identify both the source of one-time revenues and associated expenditures for those one-time revenues.

Analysis

The Government Finance Officers Association (GFOA), a professional organization focused on governmental finances, publishes a number of best practices across a range of activities including budgeting. GFOA recommends that organizations aim to achieve and maintain structurally balanced budgets, in which one-time sources of funds are not used for ongoing costs.

Creation of a new fund, the ONE-TIME REVENUE FUND, would alter the City's practices to increase transparency of one-time revenues, associated expenditures, and any surplus or residual funds when revenues exceed expenditures. Further the new fund would help to ensure that the GFOA recommendation of structurally balanced budgets is achieved.

301-309 Constitution Drive DA amendment

In 2017, City Council approved an amendment to the Facebook campus expansion project (301-309 Constitution Drive) DA. Section 4 of the amendment provides a “City Services Contribution” of \$11.25 million “...to be spent on services that benefit the safety of the local community but otherwise at the sole discretion of the City.” City Council subsequently increased the full-time equivalent personnel by 6.0 sworn officers in the police department using the “City Services Contribution.” With the onset of the pandemic, the geographic area in which Facebook headquarters reside experienced a decrease in daytime population and the commensurate need for public safety coverage. Newly appointed Police Chief Norris is evaluating the police department structure to align available resources with public safety needs as informed by conversations with neighborhood leaders and with direction from the City Council. In the interim, personnel formerly dedicated to the geographic area known as Beat 4 will continue to serve citywide public safety needs. This action does not result in the layoff of any sworn or non-sworn personnel.

The funds received as a city services contribution in the amended DA, due to the terms of that addition and the anticipated multi-year timeframe, have been considered separately from other funds resulting from the Facebook developments and maintain an assigned fund balance within the general fund, \$2.67 million as of the beginning of fiscal year 2020-21. Creation of a new fund will provide for greater transparency in the use of the City service contribution and clearer representation of planned expenditures associated with those funds. City Council must take affirmative action in order to access the City services contribution funds for either one-time or ongoing expenditures. If unspent, the funds remain untouched.

American Rescue Plan Act (ARP) funds

Though not yet received, ARP funds are anticipated to total \$6.53 million and have a wide range of approved expenditures though do have some restrictions. At the public meeting on April 13, 2021, City Council expressed a desire to have greater insight into the actual expenditures associated with these funds, and creation of a new fund would better facilitate that visibility. City Council must take affirmative action in order to access the ARP funds for either one-time or ongoing expenditures. If unspent, the funds remain untouched until forfeited to the federal government on January 1, 2025.

Future uses

While the two aforementioned one-time revenue sources are candidates for use in fiscal year 2020-21 and beyond, there are likely other future one-time revenue sources which the City Council may desire to see represented separately from the regular activity in the general fund. Creation of a one-time revenue fund will streamline the planning and reporting of these future one-time revenues once identified.

Budget amendments

City Council retains all control over budgetary appropriations and amendments. Creation of a new fund and subsequent transfer of prior year assigned fund balance for city services contribution funds, a portion of current-year revenues, and appropriation of ARP funds requires City Council action.

Fiscal year 2021-22 budgetary direction

In order to meet structural budgetary balance, ongoing expenditures are necessarily associated primarily with structural revenues rather than one-time revenues. The historical practice of the City does not include an explicit tie between all one-time revenues and associated one-time revenues in many cases, and as a result, there is no recommendation to transfer any expenditures to the proposed one-time revenue fund.

The exception to this practice is for the city services contribution, which include primarily staffing costs associated with increased public safety services. Given the structural nature of staffing costs, the recommendation is to maintain the expenditures within the general fund for fiscal year 2021-22 and to offset

these expenditures with general tax revenues as may be necessary.

Impact on City Resources

The creation of a new fund and transfer from the general fund has no impact on City resources. Appropriation of ARP revenues absent offsetting expenditures will increase the surplus by \$3.27 million in fiscal year 2020-21 and may be used as fund balance in future years to offset expenditures incurred prior to December 31, 2024. The city services contribution resulting from the 2017 DA amendment is estimated at \$2.43 million in fiscal year 2021-22.

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

None.

Report prepared by:
Dan Jacobson, Assistant Administrative Services Director

Reviewed by:
Nick Pegueros, Assistant City Manager



STAFF REPORT

City Council

Meeting Date: 4/27/2021

Staff Report Number: 21-086-CC

Informational Item: City Council agenda topics: May 2021

Recommendation

The purpose of this informational item is to provide the City Council and members of the public access to the anticipated agenda items that will be presented to the City Council. The mayor and city manager set the City Council agenda so there is no action required of the City Council as a result of this informational item.

Policy Issues

In accordance with the City Council procedures manual, the mayor and city manager set the agenda for City Council meetings.

Analysis

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through May 25, 2021. The topics are arranged by department to help identify the work group most impacted by the agenda item.

Specific dates are not provided in the attachment due to a number of factors that influence the City Council agenda preparation process. In their agenda management, the mayor and city manager strive to compile an agenda that is most responsive to the City Council's adopted priorities and work plan while also balancing the business needs of the organization. Certain agenda items, such as appeals or State mandated reporting, must be scheduled by a certain date to ensure compliance. In addition, the meeting agendas are managed to allow the greatest opportunity for public input while also allowing the meeting to conclude around 11 p.m. Every effort is made to avoid scheduling two matters that may be contentious to allow the City Council sufficient time to fully discuss the matter before the City Council.

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. City Council agenda topics: May 2021

Report prepared by:
Judi A. Herren, City Clerk

Tentative City Council Agenda

#	Title	Department	Item type	City Council action
1	Labor relations - SEIU, AFSCME, POA, Unrepresented	ASD	Closed Session	Direction to staff
2	Quarterly financial operations report	ASD	Consent	Receive and file
3	710 Willow Road appeal of use permit denial for alcohol sales	CDD	Public Hearing	Decide
4	Animal control contract	CMO	Regular	Approve
5	Planning Commission interviews	CMO		
6	Advisory body appointments, residency by district (add attendance SR)	CMO	Commission Report	Approve
7	Amendments to Recology Franchise Agreement Regarding Bulky Item Pick-Up	CMO	Consent	Adopt resolution
8	City Council subcommittee charters duration and charge	CMO	Regular	Approve
9	City Manager's proposed budget	CMO	Informational	No action
10	Proclamation: Mental Health Month (intro only)	CMO	Proclamation	No action
11	Recognition of outgoing advisory body members	CMO	Presentation	No action
12	Redistricting body direction	CMO, CA	Regular	Direction to staff
13	NLC REAL implementation plan	CMO, LCS	Regular	
14	Recreation scholarship pilot program	LCS	Consent	Approve
15	5 year water rates	PW	Public Hearing	Adopt resolution
16	Landscape Assessment District - Adopt Resolution XXX	PW	Consent	Adopt resolution
17	Middle Avenue (800 ECR) Purchase and sale agreement	PW	Consent	Approve
18	Proclamations: Pubic Works week & Bike to Work day (intro only)	PW	Proclamation	No action
19	Transportation Management Association feasibility study approval	PW	Regular	Approve
20	Urban Water Management Plan (UWMP)	PW	Public Hearing	Adopt resolution
21	West Bay Sanitary - MOU for Recycled Water	PW	Regular	Approve
22	Parks capital projects and use of Measure T funds	PW, ASD	Study Session	Direction to staff
23	Springline - initiate ROW abandonment and project revisions	PW, CDD	Consent	Direction to staff



STAFF REPORT

City Council

Meeting Date: 4/27/2021

Staff Report Number: 21-091-CC

Informational Item: Rate assistance program update

Recommendation

The purpose of this informational item is to provide the City Council and members of the public an update on the rate assistance program, which provides financial relief on residents' solid waste and water bills.

Policy Issues

City of Menlo Park's mission statement is to serve the community's current and future needs, provide special assistance to those in need, and support the City's diverse neighborhood and population. On December 8, 2020, City Council adopted Resolution No. 6605 to authorize the implementation of a pilot program between January 1 and June 30 to provide financial relief on residents' utility bills.

Background

Rate assistance programs provide financial assistance to help residents pay for their basic living expenses, such as utilities. Some examples of federally funded public assistance programs are Medicaid/Medi-Cal, Supplemental Security Income, CalFresh Supplemental Nutrition Assistance Program (SNAP) and National School Lunch Program. Local jurisdictions offer similar solid waste and water discount program to residents who either meet the income guidelines or participate in a public assistance program. Others list Pacific Gas and Electric (PG&E) California Alternative Rates for Energy (CARE) as one of their program qualifications.

On December 8, 2020, City Council approved a rate assistance program to provide financial relief to Menlo Park residents. The program presents opportunities for residents to receive discounts on their solid waste (Recology) and water (Menlo Park Municipal Water) bills, if applicable. The PG&E CARE program is the sole enrollment qualification to (a) encourage residents to apply for CARE, a program that offers a monthly minimum of 20 percent discount on gas and electricity, and (b) simplify the application process.

Qualified residents would receive a 20 percent discount on their solid waste rates and a monthly fixed discount equal to a 50 percent reduction on the 5/8-inch meter service charge for water rates. The solid waste discount applies to all qualified residents, whereas the water discount only applies to residents living in the Menlo Park Municipal Water (MPMW) district. This district is a City-owned enterprise funded by rate payers and serves approximately one-half of the City's residents. The solid waste rates range from \$28.31 to \$91.46, depending on the garbage cart sizes, and the fixed 5/8-inch meter service charge is \$28.21.

Analysis

Because City Council approved the program in December and the administration contractor needed a month of preparation to implement the program, enrollment started in February with a discount retroactive effective date of January 1.

As of April 19, the program currently has:

- Four residents who only receive Recology discounts; and
- Nine residents who receive both Recology and MPMW discounts.

A total of 13 residents are enrolled in the City's rate assistance program. The four residents who only received Recology discounts are California Water (Cal Water) customers; two are enrolled in Cal Water's low income discount program while the two were informed of it.

While the enrollment to date is low, it is generally consistent with the total number of participants in City of Redwood City and San Carlos's rate assistance programs. Redwood City started their water discount program in 2017 and as of December 2020, 104 residents are enrolled. San Carlos started their solid waste program in 2015 and as of December 2020, 114 residents are enrolled. If the City enrolls 13 residents every four months, the City may enroll 39 residents a year, 78 in two years, and 117 in three years.

Many marketing efforts were conducted during the pilot program. Because the marketing to implementation process takes time to be effective, city staff anticipates an increased enrollment period after June. This process consists of these steps:

- City markets the program to customers;
- Customers apply for the program either online or via mail;
- Application is reviewed, documents and residency verified;
- City notifies utility companies of qualified residents; and lastly,
- Discount is implemented on the utility bill(s.)

To date, the City has advertised the program through various venues:

- Recology and MPMW bill inserts;
- Door hangers, emails, and texts to water customers who are behind in payments;
- Solid waste and water proposition 218 notices;
- City webpage, electronic newsletter and social media posts; and
- Applications mailed directly to the contractor's existing customers enrolled in the Low Income Home Energy Assistant Program (LIHEAP.)

An additional outreach option would be to include program information during wellness check calls by Library and Community Services staff, as well as at local food distribution events. The wellness check calls are made to any community members who may live alone, have special needs, and/or older adults and community members experiencing food or housing insecurity. Currently, staff calls approximately 94 residents a month, which presents a great opportunity to broaden the scope of marketing. Staff is also coordinating with Recology to mail applications to residents who may be behind in their solid waste payments.

In December, staff estimated 975 households would enroll in the City's rate assistance program for budgeting purposes. The estimated number was based on PG&E CARE enrollment with the ZIP code 94025 and the American Community Survey (ACS) done in 2010. Because the city boundary is smaller than the ZIP code boundary and the data collected by ACS is 10 years old, those factors may have caused an overestimation.

As staff continues to monitor the program, staff found additional information regarding Menlo Park residents to help inform the potential number of enrollees. Through collaboration with different entities, staff is able to better estimate the number of residents who may need financial help. For example, approximately:

- One hundred Recology customers are past due with their payments;
- Eighty-six residents are enrolled in Cal Water low income rate assistance program;
- Two hundred and eighty Menlo Park Municipal Water customers are past due with their payments;
- Three hundred and two residents from contractor’s database are enrolled or qualified to be enrolled in the PG&E CARE program; and
- Ninety-four residents from the City’s wellness check program.

Although the total number in the list above is 862, some addresses may overlap across the five different databases and some households may not qualify for the City’s rate assistance program. As a result, city staff estimates approximately 250 residents to receive solid waste discount and 175 residents to receive water discount.

If the City continues to offer a 20 percent discount on residents’ solid waste bills and a 50 percent discount on water meter service charge, staff estimates the budget to be approximately \$53,000 for the next fiscal year. The rates are based on the most common sizes: a 32-gallon garbage container size and 5/8-inch water meter size. Table 3 outlines the solid waste and water discount for fiscal year 2021-2022 and Table 4 explains the overall budget for the next fiscal year with the administrative cost.

Table 3: Fiscal year 2021-2022 budget for solid waste and water discounts		
	Recology	MPMW
Number of potential enrollees	250	175
2021 rates (July to December)	\$36.64	\$27.58
2021 monthly discount costs	\$7.33	\$13.79
2022 rates (January to June)	\$42.14	\$27.58
2022 monthly discount costs	\$8.43	\$13.79
Total discount for each enrollee	\$94.54	\$165.48
Total cost (12 months)	\$23,634.00	\$28,959.00

The solid waste rates are based on the calendar year, whereas water rates are based on the fiscal year calendar. In other words, the solid waste discount calculates six months of the 2021 rates (July 1 to December 31) and 2022 rates (January 1, 2022 to June 30, 2022) and the water discount calculates the fiscal year 2021-22 water rates (July 1, 2021, to June 30, 2022.) Because receiving the discounts may make some time to go into effect and the relatively low cost, city staff believes the pilot program should continue beyond the current June 30 deadline to increase the number enrollees. Residents who enrolled thus far would continue to receive the discounts. Residents who enroll after June 30 would receive discounts retroactive to three months.

Table 4 breaks down the total budget of approximately \$60,000 for the next fiscal year. This includes the administrative cost and discounts for solid waste and water bills. Staff estimates the City’s contractor to process 250 applications and mail 86 applications to those existing California Water discount program participants within the next fiscal year.

Table 4: Fiscal year 2021-2022 budget for rate assistance program			
	Administration	Recology	MPMW
Quantity	250 applications and 86 direct mails	250 residents	175 residents
Total cost	\$6,680	\$23,634	\$28,959

Impact on City Resources

In December 2020, City Council approved approximately \$164,000 from the general fund to support the rate assistance program from January 1 to June 30 and any unused funds would return to the general fund. City staff believes the program should extend to the end of the next fiscal year (July 1 to June 30, 2022) to continue to provide financial assistance to the residents in need. The budget would be approximately \$60,000 from the general fund.

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. 6605
- B. Hyperlink – December 8 Staff Report # 20-265-CC: [menlopark.org/DocumentCenter/View/26864/G1-20201208-CC-Solid-waste-and-water-rate-assistance](https://www.menlopark.org/DocumentCenter/View/26864/G1-20201208-CC-Solid-waste-and-water-rate-assistance)

Report prepared by:
Joanna Chen, Sustainability Specialist

Report reviewed by:
Justin Murphy, Deputy City Manager

RESOLUTION NO. 6605**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO IMPLEMENT A PILOT PROGRAM FOR A SOLID WASTE AND WATER RATE ASSISTANCE PROGRAM**

WHEREAS, as of June 16, 2020 the City Council adopted Resolution No. 6563 to support the black lives matter movement, which emphasizes inclusion and equity within the community through City policies and services; and

WHEREAS, to promote equity and support Menlo Park's diverse community, establishing a rate assistance program will help low-income households to cover basic living expenses; and

WHEREAS, some rate assistance programs, such as Pacific Gas & Electricity (PG&E) California Alternative Rate Energy (CARE) program offers monthly minimum discount of 20 percent on gas and electricity; and

WHEREAS, due to the current COVID-19 pandemic and potential solid waste and water rate increases, some residential customers may be financially impacted; and

WHEREAS, on August 25, 2020 during a study session, the City Council supported city staff to establish a rate assistance program for solid waste rates at 20 percent discount; and

WHEREAS, on September 8, 2020 during a study session, the City Council supported city staff to establish a rate assistance program for Menlo Park Municipal Water customers; and

WHEREAS, on October 13, 2020 the City Council authorized a Proposition 218 notification to commence the process to adopt new solid waste rates for the next five years (2021-2025) at a public hearing on December 8, 2020; and

WHEREAS, on November 17, 2020 the City Council provided direction to staff to use \$1.5 million in subsidy (\$0.5 million in 2021 and \$1 million throughout 2022 to 2025); and

WHEREAS, on January 1, 2021, new solid waste rates will be in effect; and

WHEREAS, on July 1, 2021, new Menlo Park Municipal Water rates are scheduled to be in effect; and

WHEREAS, the City of Menlo Park's rate assistance program should be adopted.

NOW, THEREFORE BE IT RESOLVED, the program shall be comprised of the following timeframe, discount, and qualifications unless modified by the City Council by resolution:

1. Timeframe: commence on January 1, 2021 and end on June 30, 2021;
2. Discount: monthly 20 percent discount for solid waste rates and a monthly fixed discount equal to 50 percent of the 5/8-inch meter service charge for water rates; and
3. Qualifications: households must meet the following criteria to receive the discount:
 - Must be enrolled in PG&E CARE program;
 - Submit most recent PG&E bill to verify CARE enrollment. Address on PG&E bill must be the same on solid waste and water bills, but names may be different;

- Submit most recent Recology and Menlo Park Municipal Water bills to receive applicable discounts; and
- Re-certify eligibility according to the PG&E CARE program enrollment expiration date. Re-certification will vary, depending on when the household applies to CARE.

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 eighth day of December 2020, by the following votes:


AYES: Carlton, Combs, Mueller, Taylor

NOES: Nash

ABSENT: None

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this eighth day of December 2020.

DocuSigned by:

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Judi A. Herren, City Clerk