

**REGULAR MEETING MINUTES**

**Date:** 3/23/2021  
**Time:** 5:00 p.m.  
**Location:** Zoom

**Regular Session****A. Call To Order**

Mayor Combs called the meeting to order at 5:04 p.m.

**B. 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

**C. Study Session****C1. National League of Cities' Race Equity And Leadership program (Staff Report #21-066-CC) (Presentation)**

Assistant Community Services Director Adriane Lee-Bird and National League of Cities' Race Equity and Leadership Director Leon Andrews made the presentation (Attachment).

- Lynne Bramlett spoke in support of a staff and city manager policy on roles, responsibilities, and procedures and in support of City Councilmembers being involved in events occurring in their Districts.
- Julie Shanson spoke in support of the REAL (Race Equity And Leadership) program.

The City Council received clarification on implementation of the REAL program without interrupting current service levels, how the program is administered with the various elements provided, and the REAL action plan and staff capacity.

The City Council discussed joint efforts with City and MPFPD (Menlo Park Fire Protection District) for at-home vaccines separate from County vaccine events, community and staff impacts with implementation of the REAL program, systemic racism within the Menlo Park staff and how to work through the racism and the lack of equity, and the benefits of the REAL training.

The City Council directed staff to move forward with the REAL training, providing dedicated personnel for this effort, and to return an action plan to City Council.

**C2. Public engagement pilot program update (Staff Report #21-067-CC) (Presentation)**

Web form public comment received on item C2. (Attachment).

Public Engagement Manager Clay Curtin made the presentation (Attachment).

- Julie Shanson spoke in support of increasing communication methods (e.g., flyers and office hours).
- Lynne Bramlett spoke in support of communications provided in more languages and engaging volunteers to assist with public outreach and engagement.
- Katie Behroozi requested that the City meet people where they are and observe where they are struggling.
- Jenny Michel spoke in support of increased public engagement.

The City Council received clarification on capturing lessons learned with TIERS (Think, Initiate, Engage, Review, Shift) and how to determine when to provide printed materials.

The City Council discussed focusing on what the public needs by asking the public, providing the public with information on policies, procedures, and projects that have been approved, prioritizing what is being sent to the public, possibly reinstating the Belle Haven newsletter and considerations for district newsletters, and district engagement compared to citywide engagement.

The City Council took a recess at 7:35 p.m.

The City Council reconvened at 7:59 p.m.

C3. Provide direction on the five-year capital improvement plan (Staff Report #21-062-CC) (Presentation)

Web form public comment received on item C3. (Attachment).

Public Works Director Nikki Nagaya made the presentation (Attachment).

- Adina Levin spoke in support of the transportation master plan and proposed capital improvement projects (CIP).
- Ranjeet Pancholy requested funding for CIPs at the 115 El Camino Real project.
- Katie Behroozi spoke in support of Citywide standards and increased transparency through the use of approved project principles.
- Chris MacIntosh spoke in support of the completion of the Bedwell Bay Front Park master plan.

The City Council received clarification on the Gatehouse fence repair and budget, tracking the history of projects, how grants are integrated with projects, City Council design review decision points, remaining grant funds, signal modification on Bayfront Expressway/Chilco Street and safety concerns, Downtown streetscape project budget and related projects, Measure T fund related to the park and recreation master plan, and combining undergrounding utilities and sidewalk projects.

The City Council provided direction to proceed with the proposed next steps for the Gatehouse fence repairs and undergrounding utilities in areas outside of downtown and noted the actions proposed address the questions raised by the City Council on February 23.

The City Council requested the addition of the original funding year to each project in the CIP, a prioritization criterion for reducing vehicle miles traveled (VMT) or consistency with the climate action plan (CAP), and adding consideration of Santa Cruz Avenue (south side) between University Drive and Arbor Road to future utility undergrounding discussions to allow for unobstructed, wider sidewalks.

#### **D. Report from Closed Session**

No reportable actions.

#### **E. Public Comment**

None.

#### **F. Presentations and Proclamations**

F1. Proclamation: Denouncing Stigmatization, Racism and Xenophobia Against Asian American and Pacific Islanders (Attachment)

- Asian American and Pacific Islanders Caucus representative Wayne Lee spoke in support of the proclamation.
- Alice Hom spoke in support of the proclamation.

Mayor Combs read the proclamation (Attachment).

F2. Proclamation: Equal Pay Day (Attachment)

Mayor Combs read the proclamation (Attachment).

#### **G. Commissioner Reports**

G1. Finance and Audit Committee work plan progress report

The City Council continued item G1. to a future meeting.

#### **H. Consent Calendar**

H1. Accept the City Council meeting minutes for March 1 and March 9, 2021 (Attachment)

H2. Approve Resolution No. 6618 updating the City's conflict of interest code (Staff Report #21-060-CC)

Web form public comment received on item H2. (Attachment).

- Katie Behroozi spoke in opposition of the inclusion of advisory bodies to the City's conflict of interest code.
- Jenny Michel spoke in support of the inclusion of advisory bodies to the City's conflict of interest code.
- Karen Grove spoke in support of the inclusion of advisory bodies to the City's conflict of interest code.

The City Council received clarification on impacts to adding advisory bodies to the City's conflict of interest code and the effective date of the proposed filings.

The City Council discussed a form requiring only the reporting of real property in Menlo Park and the impact of Fair Political Practices Commission filings to current and new applicants of advisory

bodies.

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.

**ACTION:** Motion and second (Wolosin/ Taylor) to adopt Resolution No. 6618 updating the conflict of interest code without the inclusion of advisory bodies, 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, passed unanimously.

H3. Receive and accept the 2020 housing element annual progress report and the annual housing successor report (Staff Report #21-061-CC)

Web form public comment received on item H3. (Attachment).

- Lynne Bramlett spoke in support of the housing element annual review and recommended including a general plan review in parallel.
- Lauren Bigelow spoke on concerns with the amount of low and moderate income housing.

The City Council received clarification on disinvestment, below market rate in-lieu fees and annual reporting to include the job/housing calculations to use as a future benchmark.

The City Council directed staff to add disinvestment to the report and to include low, very low, and affordable housing to Table 1 in next report (Attachment).

**ACTION:** Motion and second (Nash/ Combs) to receive and accept the 2020 housing element annual progress report and the annual housing successor report, passed unanimously.

H4. Adopt Resolution No. 6619 approving the final map for a condominium project located at 115 El Camino Real; accepting dedication of public service easements and right of way; authorizing the city clerk to sign the final map; and authorizing the city manager to sign the agreements required to implement the conditions of project approval (Staff Report #21-058-CC)

**ACTION:** Motion and second (Nash/ Wolosin) to approve items H1. and H4., passed unanimously.

## I. Regular Business

I1. Approve the Complete Streets Commission 2020-2021 work plan (Staff Report #21-054-CC) – continued from March 9, 2021

Complete Streets Commission Chair Adina Levin made the presentation (Attachment).

The City Council discussed clarity on the charge and mission statement and engaging the public on the Dumbarton rail project.

**ACTION:** Motion and second (Wolosin/ Taylor) to approve the Complete Streets Commission 2020-2021 work plan, passed unanimously.

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

- I2. Authorize the city manager to negotiate a scope of work and fee and execute an agreement with the M-Group for the housing element (2023-2031) update and related work (Staff Report #21-065-CC) (Presentation)

Assistant Community Development Director Deanna Chow made the presentation (Attachment).

- Lynne Bramlett spoke on concerns of the inclusion of the social justice and environmental justice components.
- Jenny Michel requested more detail related to robust community engagement.

The City Council received clarification on additional tasks for the consultant, project design standards, project budget, and public engagement on all housing element projects.

The City Council discussed public engagement and a strong representation from each of the Districts.

The City Council directed staff to discuss with M-Group the Downtown specific plan.

**ACTION:** Motion and second (Mueller/ Wolosin) to authorize the city manager to negotiate a scope of work and fee and execute an agreement with the M-Group for the housing element (2023-2031) update and related work, passed unanimously.

- I3. 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)

Web form public comment received on item I3. (Attachment).

The City Council continued item I3. to a future meeting.

- I4. 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

The City Council continued item I4. to a future meeting.

## **J. Informational Items**

- J1. Temporary outdoor dining grant program update (Staff Report #21-053-CC) – continued from March 9, 2021

The City Council continued item J1. to a future meeting.

- J2. Belle Haven Neighborhood traffic management plan update and next steps – continued from March 9, 2021 (Staff Report #21-055-CC)

- J3. City Council agenda topics: April 2021 (Staff Report #21-057-CC)

The City Council continued item J3. to a future meeting.

- J4. Request for proposals for installation of a renewable power microgrid at the Menlo Park Community Campus (Staff Report #21-059-CC)

J5. Recap of City Council direction on projects under consideration for 2021 priorities and work plan (Staff Report #21-063-CC)

- Ezio Alviti spoke in support of a quiet zone added to the goals and priorities.

J6. Update on American Rescue Plan Act funds (Attachment)

The City Council continued item J6. to a future meeting.

**K. City Manager's Report**

None.

**L. City Councilmember Reports**

None.

**M. Adjournment**

Mayor Combs adjourned the meeting at 11:37 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of April 13, 2021.

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

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

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

- How to participate in the meeting
  - Submit a written comment online up to 1-hour before the meeting start time:  
[menlopark.org/publiccommentMarch23](https://menlopark.org/publiccommentMarch23) \*
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID 966 7793 9576
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 966 7793 9576  
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](https://menlopark.org/streaming)

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

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](https://menlopark.org/agenda)).

According to City Council policy, all 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.

# REAL Action: Advancing Racial Equity in Menlo Park



**NLC** NATIONAL  
LEAGUE  
OF CITIES  
CITIES STRONG TOGETHER



# Rising Tensions



# REAL Goal



**To strengthen local leaders' knowledge and capacity to eliminate racial disparities, heal racial divisions and build more equitable communities**

# REAL Today



Training and Capacity Building

Technical Assistance

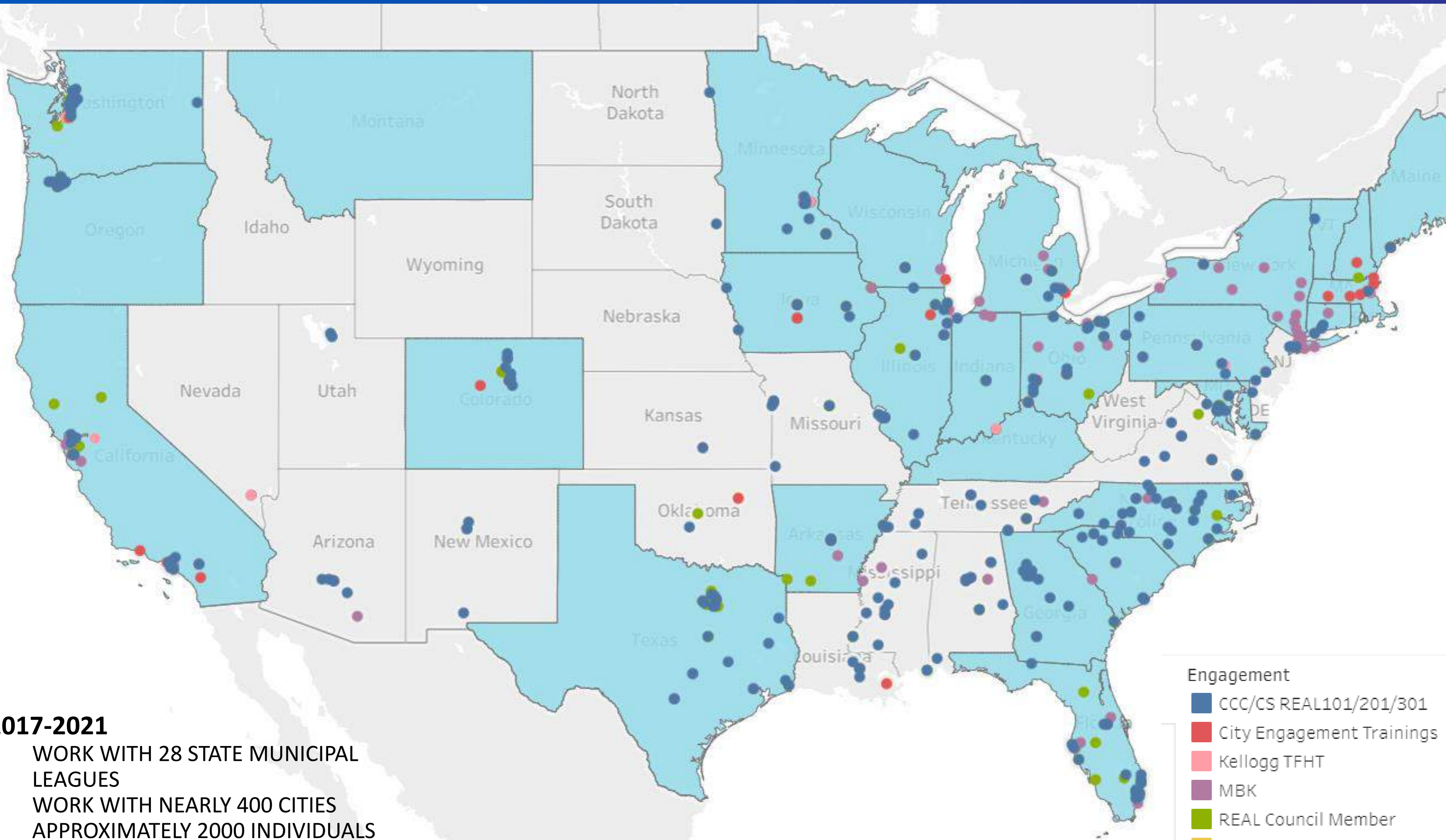
Network Building

Building Special Populations Work

# The REAL Network

## State Municipal League Engagements

- (All)
- AR
- CA
- CO
- CT
- FL
- GA
- IA
- IL
- IN
- KY
- MA
- MD
- ME
- MI
- MN
- MT
- NC
- NH
- NY
- OH
- OR
- PA
- RI
- SC
- TX
- VT
- WA
- WI



### 2017-2021

- WORK WITH 28 STATE MUNICIPAL LEAGUES
- WORK WITH NEARLY 400 CITIES
- APPROXIMATELY 2000 INDIVIDUALS TRAINED

### Engagement

- CCC/CS REAL101/201/301
- City Engagement Trainings
- Kellogg TFHT
- MBK
- REAL Council Member
- Results for America
- Wells Fargo



ASSESSMENT



RACIAL EQUITY TRAINING



CAPACITY BUILDING & TECHNICAL  
ASSISTANCE



COMMUNITY CONVERSATIONS

# ASSESSMENTS -- RACIAL EQUITY



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## ASSESSMENT

- Survey of Staff
- Institutional/Department
- Data Governance
- Stakeholder/Community Mapping



## ASSESSMENT

Process for ALL assessments – co-design:

- Share sample questions
- Modify and finalize with a core team
- Determine survey sample
- Administer survey
- Analyze results
- Customize training or make recommendations based on results



# Stakeholder Assessment / Community Mapping

- Engages local leaders
- Finds local networks
- Evaluates city context

**BMoC Cities: Stakeholder Engagement Assessment**

City Name/Mayor: \_\_\_\_\_  
Your Name/Title: \_\_\_\_\_  
Your Contact Information: \_\_\_\_\_  
Date of Assessment: \_\_\_\_\_

**1. Who are the leading *organizations or leaders* working locally in your city or nationally in the four LSI target impact areas below. Please consider those that are active in direct service, advocacy, communications, research, etc.**

(You may list multiple organizations and leaders in the same text box.)

	Local	National
Attain Education Equity:		
Expand Work Opportunities:		
Strengthen Family Structures:		
Reduce Violence and Violent Death:		
Other:		

**2. What are the most important existing local *networks* (e.g. coalitions, alliances, committees, councils, associations, etc.) in your city for the BMOC to connect to? Who leads each network?**

Local network #1:  
Local network #2:  
Local network #3:  
Local network #4:  
Local network #5:

**3. As a follow-up to the previous question, please also list any national networks that would be important for NLC to connect to:**

\_\_\_\_\_

# TRAINING -- RACIAL EQUITY

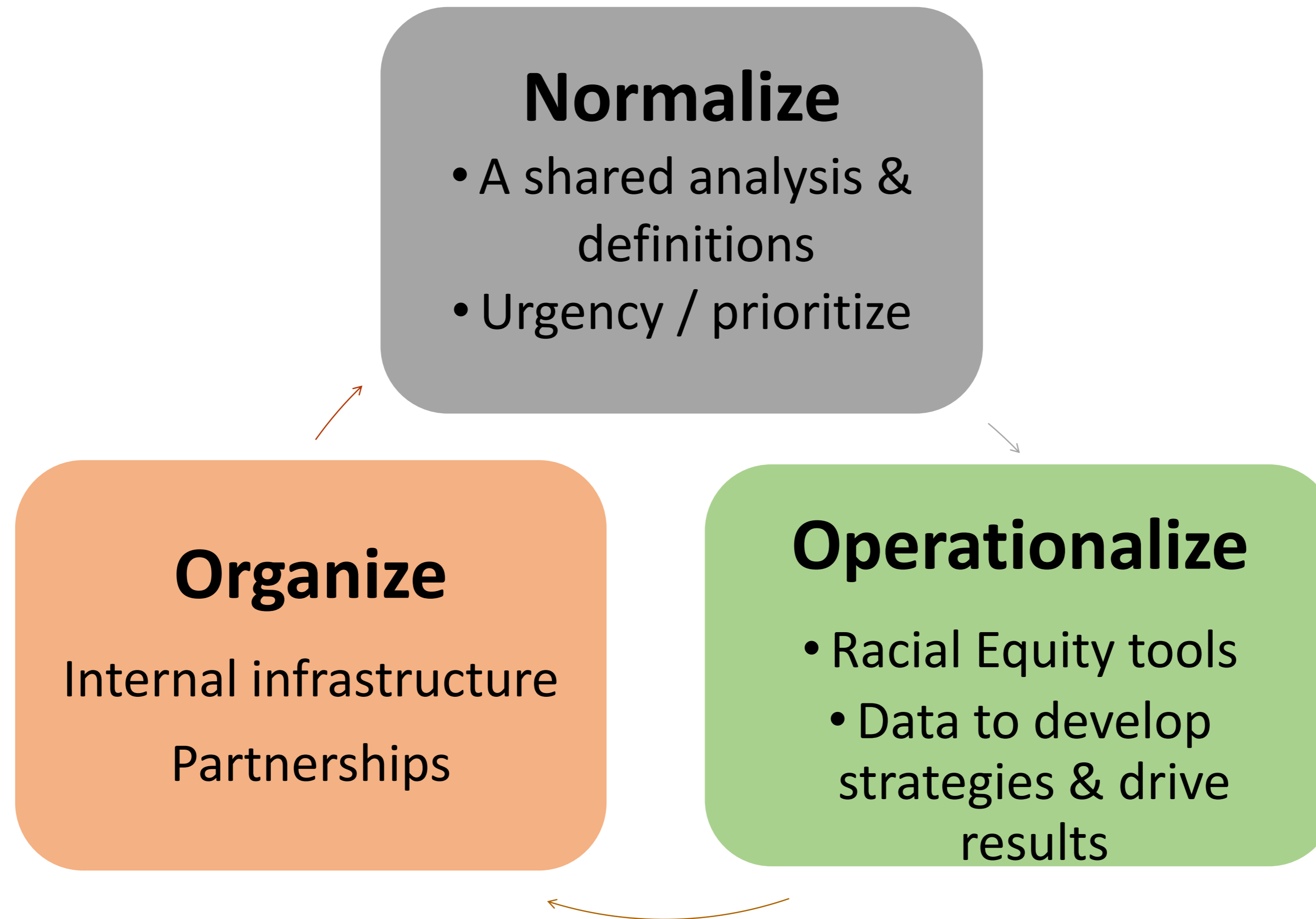


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## Effective National Practices





## RACIAL EQUITY TRAINING SERIES

- **REAL 100:** Normalizing Racial Equity in Local Government
- **REAL 200:** Operationalizing Racial Equity in Local Government
- **REAL 300:** Organizing Racial Equity in Local Government
- **REAL 400:** Train the Trainer in Advancing Racial Equity in Local Government

# CAPACITY BUILDING & TECHNICAL ASSISTANCE FOR ADVANCING RACIAL EQUITY

Internal infrastructure  
Goals

Racial Equity Action Plans

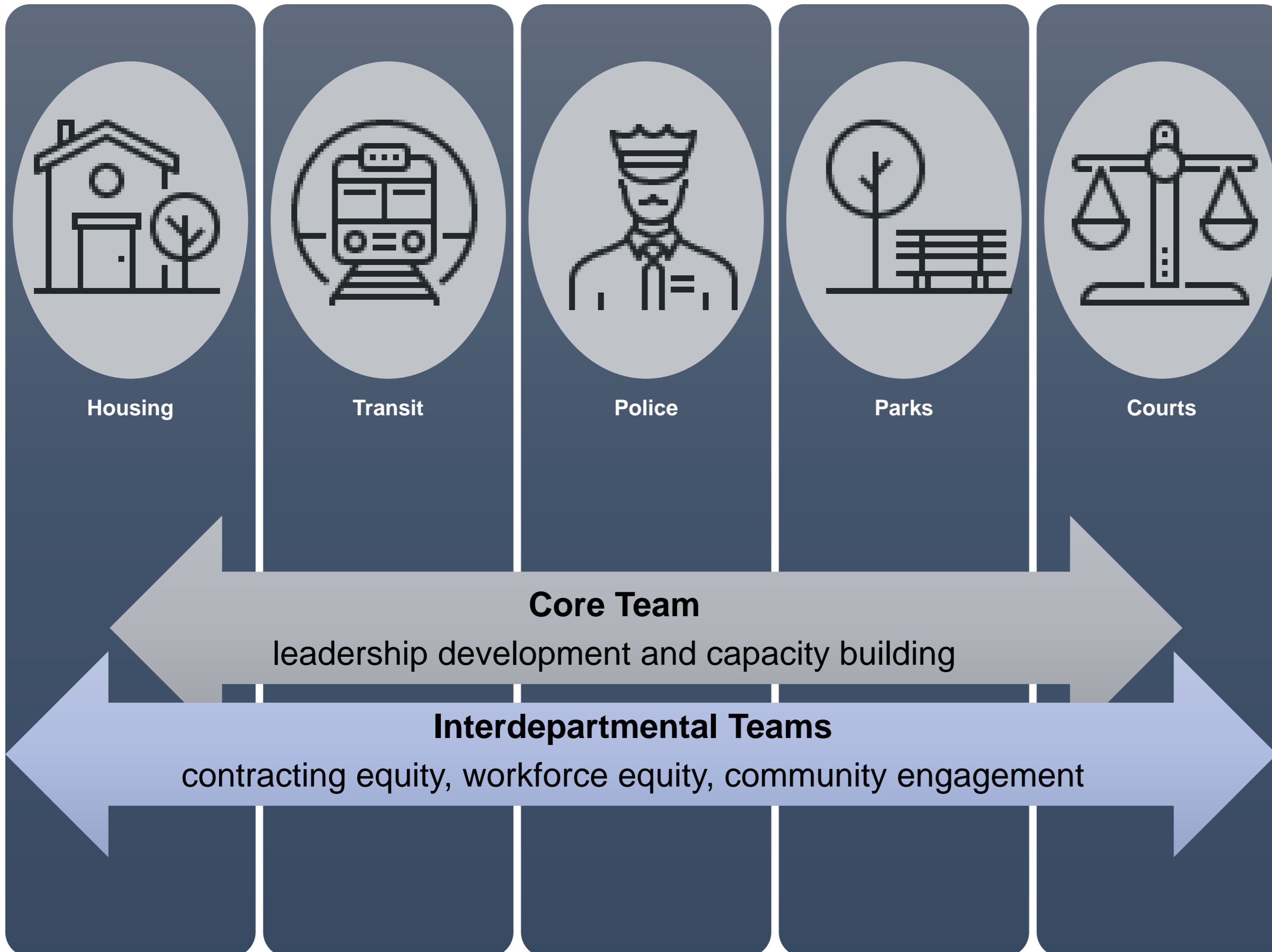




## STRATEGIC PLAN RECOMMENDATIONS

- Build and strengthen the Core Team
- Plan and develop process with Core Team for comprehensive Racial Equity Plan
- Consider elements of plan to incorporate into the city's next Strategic Plan
- Draft and finalize Racial Equity Plan with Core Team

**Racial Equity Leadership Team – senior leadership**



- Accountability agreements
- Departmental work plans
- Performance reviews
- Racial Equity Tools
- Institution-wide work plans

# COMMUNITY CONVERSATIONS – REAL TALKS



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## COMMUNITY CONVERSATIONS

### Intentional Conversations

- Speaker series
- Partner with community to make space for the conversation
- Supplemental resources: Readings, Podcasts, Videos with facilitated discussions



# PROJECT ESTIMATED TIMELINE



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CITIES STRONG TOGETHER

# Technical Assistance & Capacity Building to Reach Columbia's Goals of Social and Racial Equity

ACTIVITY / DELIVERABLE	PLAN START	PLAN DURATION	PERIODS											
			1	2	3	4	5	6	7	8	9	10	11	12
<b>ASSESSMENT</b>														
Survey Staff	1	2	█	█										
Data Governance	2	4		█	█	█	█	█						
<b>INSTITUTIONAL</b>														
Assessment 1	3	2			█	█								
Assessment 2	6	2							█	█				
Assessment 3	9	2										█	█	
<b>TRAINING</b>														
REAL 101	2	2		█	█									
REAL 201	4	2				█	█							
REAL 301	6	2							█	█				
REAL 302	8	2									█	█		
<b>COMMUNITY CONVERSATIONS</b>														
REAL TALK Speaker Series 1	2	1		█										
REAL TALK Speaker Series 2	5	1						█						
REAL TALK Speaker Series 3	8	1									█			
<b>STRATEGIC PLAN</b>														
Build Core Team	1	2	█	█										
Plan/Develop Racial Equity Plan w/Core Team	3	5			█	█	█	█	█					
Draft and Finalize Racial Equity Plan	8	5									█	█	█	█



# PUBLIC ENGAGEMENT PILOT PROGRAM

Update for City Council – March 23, 2021





## PILOT PROGRAM TIMELINE

- Spring 2019 Staff began exploring options
- June 2019 City Council approves the framework
- August 2019 Position is filled
- September 2019 Training with Institute for Local Government
- March 2020: Pandemic response began



# TIERS FRAMEWORK FOR LOCAL PUBLIC ENGAGEMENT



THINK



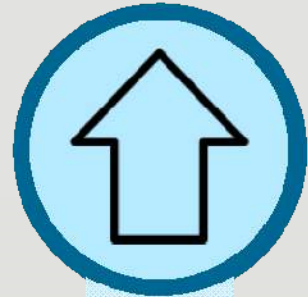
INITIATE



ENGAGE



REVIEW



SHIFT



## THINK

- Step 1 – Self-assessment
  - Consider the project’s timeline, budget, geographic impacts, target outreach groups, level of input desired, key stakeholders, issues
- Step 2 – Consider the public engagement approach
  - Considerations for in-person efforts, digital efforts, tactics, facilitators, notetaking, collaboration, elements of the draft plan
- Step 3 – Contemplate the community landscape
  - Identify and document the wide variety of potential stakeholder groups, after the initial assessment check with stakeholders to fill in gaps and check assumptions



## INITIATE

- **Step 1: Draft the public engagement approach**
  - Choose a mix of in-person and online activities, use information gathered during THINK steps
- **Step 2: Develop the outreach plan**
  - Identify the communication outlets that make sense, includes local press, ethnic media, city-owned channels (website, email, blog), social media, print items, electronic items, visual, person-to-person communication
- **Step 3: Reality Check**
  - Compliance considerations, internal challenges, other events or significant impacts that could alter the approach





## ENGAGE

- Step 1: Implement the outreach plan
  - Prioritize outreach, ensure target audiences are represented (authentically) within the plan, double check with local leaders
- Step 2: Implement the public engagement approach
  - Execute the plan, ensure roles are clear, adjust as appropriate
- Step 3: Reality check
  - Are internal challenges present, have they caused a need for a change, check in with key community leaders often to understand new or coming issues, mitigate accordingly



## REVIEW

- **Step 1: Evaluate the public engagement approach**
  - What worked? What could have gone better? Is additional staff training needed to execute more effectively in the future
- **Step 2: Evaluate the outreach plan**
  - What worked? What could have gone better? Is additional staff training needed to execute more effectively in the future
  - Are there community leaders with whom the agency should build stronger ties? (Yes)
- **Step 3: What barriers were overcome**
  - What internal challenges existed, how were they overcome? Others?



## SHIFT

- Internal organization
  - Consider beneficial organizational changes
  - Survey periodically to understand satisfaction with public engagement efforts
  - Seek assistance from outside organizations like the Institute for Local Government, the Davenport Institute and/or consultants
- External | Community
  - Consider beneficial shifts in external relations, set and track metrics related to in-person and phone meetings with diverse and underrepresented groups
- Policy changes
  - Consider policy review / change / adoption, consider regular policy reviews, resolutions demonstrating commitment to public engagement



## OBJECTIVES AND CURRENT STATUS



- Database of stakeholders
- Relationship building and assistance to stakeholders
- Technology tools, improvements for engagement and transparency
- Departmental assistance
- Oversee implementation of engagement plans
- Coordinate media and outreach efforts
- Facilitate engagement activities
- Conduct reality checks



## FUTURE EFFORTS



- Small, noncontroversial projects
- Large, complex projects
  - Housing Element update
  - Climate Action Plan implementation
  - Other top goals, City Council priorities
- City Council direction and feedback



**THANK YOU**

Agenda item C2  
Soody Tronson, Resident

Thank you for taking on the critical mission of improving public engagement.

I read the Staff report with great interest and would have appreciated seeing some of the actual outcomes and deliverables of this effort. It would give us all a greater appreciation on all that has been done if we were able to learn more of the outcomes of this effort too-date.

I would also like to caution that curating a new website alone will not necessarily deliver the needed outcome. While the design and deployment of a new website is no small task, it is what it will deliver that matters. Much of what many residents have been asking for over the years, were/are also possible with the new website (yes, indeed we do need a better platform). But while we wait, and also as part of its design, we need to know what will be possible with the new website that was not possible before. For example:

- 1) Will the new website provide a searchable database and visualization of various vendors the City has hired over the years (currently all we have are 'individual' static, flat, pdf files)?
- 2) Will the new website provide information which has over the years been requested by various people under the Freedom of Information Act, so residents do not have to ask for the same things, burdening the Staff with replicated request? Currently that is not available at all.

The above are just two examples. It would be wonderful if we knew what all of the new engagement initiative will deliver differently.

Thank you.

Soody Tronson

Agenda item C3  
Sody Tronson, Resident

Thank you for preparing this report and sharing some breakdowns.

Looking at the Attachment B. Hyperlink – 2020-25 CIP, it is not clear (at least to a non-expert) what was the original approved budget, and when the budgets for various items are broken down per year, which part is new budget and which part is carry over.

It would be very useful to know, for each project, what are the initial budgets, additions (new funds), carryovers, etc.

This will provide a more complete understanding of how a project's cost/budget has remained same (or deviated) from initial.

Thank you.





# CAPITAL IMPROVEMENT PLAN

March 23, 2021



## CIP OVERVIEW

- 59 funded projects
- 26 received funding in FY20-21
- 7 categories
  - Buildings & systems
  - Environment
  - Parks & recreation
  - Stormwater
  - Streets & sidewalks
  - Traffic & transportation
  - Water system
  
- Programmatic categories: Parks (minor), Sports field renovations, Traffic signal modifications, etc.





## COUNCIL DIRECTION REQUESTED

- Confirm proposed actions to address 2/23 City Council questions
- Confirm/modify scope modifications
- Provide direction on utilization of specialized funding sources
- Confirm/modify criteria to identify and prioritize projects





## 2/23 CITY COUNCIL QUESTIONS AND PROPOSED ACTIONS

1. Bifurcate project budgets based on location
2. Identify projects funded by development agreements or as environmental mitigation measures required as a result of development in the CIP
  - Incorporate 1 & 2 into draft 2021-26 CIP
3. Clarifying information about City design standards and construction details
  - Include funds in 21-22 to develop public-friendly document connecting guidelines/toolkit and details

*Direction: confirm approach?*





## PROPOSED SCOPE MODIFICATIONS

- Gatehouse fence repair





## PROPOSED SCOPE MODIFICATIONS

- Gatehouse fence repair
- Downtown utility undergrounding
- *Direction: confirm/modify scope modifications?*





## FUNDING THE CIP

- General fund: annual transfer of approximately \$3m
- Other sources:
  - Grants
  - Dedicated sources: water, transportation impact, stormwater, solid waste, etc.
  - Development agreement community benefits (e.g., Downtown amenities fund)
- Prior fiscal years, surplus revenues at the end of the year used to pre-fund CIP projects for the following year:
  - Santa Cruz Avenue Sidewalks (Phase 1)
  - Chrysler Pump Station
  - Nealon Park Playground
  - Sharon Road Sidewalks
- *Direction: specialized funds used prior to general capital funds?*



## TWO-STEP PRIORITIZATION PROCESS

- Public health and safety
- Protection of infrastructure
- Impacts on operating budget
- Capacity to deliver/impact other projects
- Economic development
- External requirements
- Population served
- Community/commission support
- Relationship to adopted plans (e.g., CAP)
- Cost/benefit
- Availability of financing







## TWO-STEP PRIORITIZATION PROCESS

- Project execution prioritized into Tiers 1, 2, and 3:
  - Regulatory compliance
  - Public safety
  - Preservation of City assets
  - Improved efficiencies
  - Grant funding timelines
  - First in, first out
  - Available staffing
  
- *Direction: confirm/modify proposed criteria?*



## PROJECT STATUS UPDATES

Status	Number	Percent
Done	5	8%
Construction	3	5%
Bid Award	4	7%
Design	21	36%
Other in progress	17	29%
On hold	5	8%
Not started	4	7%
Total	59	100%





## COUNCIL DIRECTION REQUESTED

- Confirm proposed actions to address 2/23 City Council questions
- Confirm/modify scope modifications:
  - Gatehouse fence replacement project
  - Downtown utility undergrounding
- Provide direction on utilization of specialized funding sources
- Confirm/modify criteria to identify and prioritize projects



## NEXT STEPS

- March 23: Council direction
- Staff to prepare draft 2021-2026 CIP
- City Council study sessions:
  - April 13: Paving program and rubberized pavement treatments
  - May 10: Review of parks projects and potential use of Measure T bonds
- May 7: Draft budget released
- June: City Council public hearing and adoption of 21-22 budget and 5-year CIP



**THANK YOU**

# PROCLAMATION

## DENOUNCING STIGMATIZATION, RACISM AND XENOPHOBIA AGAINST ASIAN AMERICANS AND PACIFIC ISLANDERS

**WHEREAS**, the Asian American Pacific Islander (AAPI) community has been affected by a sharp increase in violence, abhorrent acts of racism and stigmatization during the COVID-19 pandemic; and

**WHEREAS**, 3,795 incidents were received by the Stop AAPI Hate reporting center from March 19, 2020 to February 28, 2021, a figure that represents only a fraction of the number of hate incidents that actually occurred, but shows how vulnerable Asian Americans and Pacific Islanders are to discrimination, and the types of intolerance they face, which includes verbal harassment, shunning and physical assault; and

**WHEREAS**, on March 16, 2021, eight people were killed at three different spas in Georgia, six of whom were Asian American, in an act of racism and xenophobia, which further highlights the dangers facing AAPI community members; and

**WHEREAS**, many of those of Asian and Pacific Islander descent in our own community have shared that they have been victims of racial slurs and/or other acts of stigmatization; and

**WHEREAS**, the World Health Organization (WHO) states that stigmatized groups may be subjected to social avoidance or rejection, denials of healthcare, education, housing or employment, and physical violence; and

**WHEREAS**, the City of Menlo Park draws its strength from its diverse population, of which those of Asian or Pacific Islander descent represent over 15%, and has a duty to speak out against all forms of discrimination; and

**WHEREAS**, the City of Menlo Park stands united against hate and in support of its AAPI neighbors; and

**NOW, THEREFORE, BE IT PROCLAIMED** that I, Drew Combs, Mayor of Menlo Park, hereby denounce stigmatization, racism and xenophobia, against Asian Americans and Pacific Islanders.

DocuSigned by:

*Drew Combs*

520101913467443

Drew Combs, Mayor  
March 23, 2021

# PROCLAMATION

## EQUAL PAY DAY

**WHEREAS**, more than 50 years after the passage of the Equal Pay Act, women, especially minority women, continue to suffer the consequences of unequal pay; and

**WHEREAS**, according to the U.S. Census Bureau, women working full time, year round in 2020 typically earned 82 percent of what men earned, indicating little change or progress in pay equity; and

**WHEREAS**, according to Graduating to a Pay Gap, a 2012 research report by the American Association of University Women (AAUW), the gender pay gap is evident one year after college graduation, even after controlling for factors known to affect earnings, such as occupation, hours worked, and college major; and

**WHEREAS**, in 2009 the Lilly Ledbetter Fair Pay Act was signed into law, which gives back to employees their day in court to challenge a pay gap, and now we must pass the Paycheck Fairness Act, which would amend the Equal Pay Act by closing loopholes and improving the law's effectiveness; and

**WHEREAS**, according to one estimate, college-educated women working full time earn more than a half million dollars less than their male peers do over the course of a lifetime; and

**WHEREAS**, nearly four in 10 mothers are primary breadwinners in their households, and nearly two-thirds are primary or significant earners, making pay equity critical to families' economic security; and

**WHEREAS**, a lifetime of lower pay means women have less income to save for retirement and less income counted in a Social Security or pension benefit formula; and

**WHEREAS**, according to the AAUW Gender/Pay gap supplement, fair pay equity policies can be implemented simply and without undue costs or hardship in both the public and private sectors; and

**WHEREAS**, fair pay strengthens the security of families today and eases future retirement costs while enhancing the American economy; and

**WHEREAS**, Wednesday, March 24, symbolizes the time in 2021 when the wages paid to American women catch up to the wages paid to men from the previous year.

**WHEREAS**, Menlo Park, San Mateo County, CA urges its residents to recognize the full value of women's skills and significant contributions to the labor force and further encourages businesses to conduct an internal pay evaluation to ensure women are being paid fairly.

**NOW, THEREFORE, BE IT PROCLAIMED** I, Drew Combs, Mayor of the City of Menlo Park, hereby proclaim Wednesday, March 24, 2021, as Equal Pay Day.

DocuSigned by:

*Drew Combs*

Drew Combs, Mayor  
February 23, 2021

## Agenda item H2 Soody Tronson, Resident

Thank you for updating this requirement.

In listing of positions required to comply with this requirement, the footnote provides that positions covered under Government Code §87200 (City Council, Planning Commission, City Manager, City Attorney, and Administrative Services Director) are not covered by the local Conflict of Interest Code.

According to the Fair Political Practice Commission website (which is linked to from the MP website), every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700 (pursuant to Government Code §87200).

§87200, Subsection 87203. provides that "The Every person who holds an office specified in Section 87200 shall, each year at a time specified by commission regulations, file a statement disclosing his investments, his interests in real property and his income during the period since the previous statement filed under this section or Section 87202."

I observed the following issues when I checked the City of Menlo Park 2/26/2021, which brought to the City's attention:

- 1) Why are the completed forms not posted on the City's website (or linked to) (as stated on the City's own website) and residents are directed to to contact the City Clerk's Office in order to view them?
- 2) Menlo Park is not even listed on the California Fair Political Practices Commission (from which these statements can be viewed for some cities, such as Mountain View).
- 3) Why is Menlo Park website states that the form is only for elected officials ("Effective Jan. 1, 2013, the Fair Political Practices Commission requires city clerks who maintain a website to post a notification online related to Form 700 requirements for elected city officers.")? The Commission (FPPC) states that it is for: "Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700." The MP website does not reference "key public employee" as those who are required to provide this form.

I appreciate your attention to this matter.

Soody Tronson



## Agenda item H3 Soody Tronson, Resident

Dear Council

It is not uncommon for City governments to support certain bills introduced in the California assembly/senate, establishing their leadership in supportive progressive measures. Just recently on March 16th, the City of Oakland confirmed its support of a statewide single payer system by endorsing AB1400, also known as CalCare.

On February 2, 2021, Assemblymember Alex Lee (D-San Jose) introduced AB 387 which would establish Social Housing. This bill will significantly address our housing crisis by developing homes for the social benefit of all Californians, with the ultimate goal of housing as many people as possible of all incomes, social housing programs invest in affordable living costs and maintenance of properties. As a contrast to private developers, without an inherent need to turn a profit, investments can be made into maintenance of the buildings, grounds, and upgrades.

1) I urge the City of Menlo Park to establish its leadership in addressing the housing crisis by formally supporting AB 387.

2) The City currently, has at least 43 properties. What are the City's plans regarding these properties? Instead of selling them to a private developers and more office buildings and expensive housing, why not follow what we already did in providing housing for the Fire Department, and have these properties developed, with the City remaining as the owner?

While we wait for grander measures, the City is fully in a position to address the housing crisis by developing these income-producing properties.

Thank you. Soody Tronson

Dear Council ...

These action packed agendas leave no time for comprehensive review of all of the critical items that appear on today's agenda.

The items on housing alone (H3 + I2) are not only extremely important but also LONG. Would it not be more productive to have a meeting devoted to this item?

In reading these Staff reports, for the most part, I have to admit that I don't walk away with much (and as many of you know, I read, analyze, and write for a living).

In follow up to my other submitted online comment on H3, I have the following handful of comments just to the first few pages of item H3:

- How does the payment in-lieu of actually building low-income housing fees, help with creating housing? Some projects simply have paid \$250K not to deliver the identified number of units.

- Regardless of their incorporation status, there are no non-profit private developers.

- I thank the Menlo Park Homeless Outreach Team for all of their hard work. It would be great if we knew how many un-housed people has the Team actually helped get housing? I trust that our efforts are not like that of the City of Palo Alto where its idea of "compassionately supporting those who may be living in their vehicles" is to give them a pamphlet and a 72 hour police notice.

One of the outreach efforts involved removal of the encampment. According to the Staff Report, 54 of the 60 unhoused persons were removed in early 2021. To where were they removed? Has the outreach team kept track to where the unfortunate unhoused persons were moved to and where are they now?

- Has the City ever analyzed the impact (units build and people housed at the low-middle income levels) if it had itself had the properties developed instead of all the cost/fees paid to developers?

Thank you. Soody Tronson

Table 1: Pending housing and mixed-use projects of five or more units

H3-DIRECTION ATTACHMENT

Property address (project name)	Number of proposed units	SB 330
111 Independence Drive	105	No
115 Independence Drive (Menlo Portal)	320	Yes
123 Independence Drive (Sobrato)	383	Yes
165 Jefferson Drive (Menlo Flats)	138	Yes
141 Jefferson Drive (Menlo Uptown)	483	Yes
Willow Village (Facebook)	1,729	No
1550 El Camino Real	8	No
<b>Total</b>	<b>3,164</b>	



**MEMORANDUM - DRAFT**

**Date:** 3/9/2021  
**To:** City Council  
**From:** Complete Streets Commission  
**Re:** Complete Streets Commission 2020-2021 Work Plan

**Mission Statement:**

"The Complete Streets Commission shall advise the City Council on realizing the City's adopted goals for Complete Streets, Vision Zero, Climate Action Plan, and provide input on major land use and development projects as it relates to transportation."

**Goals/Priorities (and near-term actionable tasks):**

1. To advance the goals of the city's newly adopted Climate Action plan by making alternatives to driving safer and more attractive, namely by:
  - Reviewing the city's Transportation Master Plan (TMP) and recommending the projects most likely to reduce Vehicle Miles Traveled (VMT)
  - Providing input on major development projects such as the Menlo Park Community Campus, by looking at them through the lens of transportation accessibility, especially bicycle/pedestrian/public transportation accessibility
2. Advise City Council on the implementation of the TMP.
3. Continue to advocate for and advise the Council on the planning and installation of the Middle Avenue pedestrian and bicycle rail crossing, and safe cycling/pedestrian infrastructure connecting the Burgess complex to the Middle Avenue corridor to Olive Street, and north on Olive Street to Hillview Middle School.
4. Continue to support Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
5. Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
6. Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase sustainable transportation for Menlo Park.

A photograph of a young woman with dark hair, wearing a blue t-shirt and a dark grey hoodie, sitting at a desk in a library. She is resting her chin on her hand and looking down at an open book. The background is filled with bookshelves. A purple semi-transparent banner is overlaid on the bottom half of the image, containing the title text. A blue vertical bar is on the left side of the image.

# HOUSING ELEMENT UPDATE

Consultant Selection



# AGENDA

- Housing Element Update Background
- Consultant Selection Process
- Recommendation
- Next Steps





## HOUSING ELEMENT UPDATE BACKGROUND



- State-mandated element of the City’s General Plan
- City Council-identified top priority in 2020
- Multi-component, complex process
  - Robust community outreach and engagement
  - Rezoning and/or Zoning ordinance amendments
  - Environmental Justice Element
  - Safety Element update
  - Environmental Impact Report (EIR)
  - Fiscal Impact Analysis (FIA)
- Housing Element due to State Housing and Community Development Department (HCD) by January 2023



## CONSULTANT SELECTION PROCESS



- Issued Request for Qualifications – December 2020
- Issued Request for Proposals – February 2021
- Formation of Interview Selection Panel – March 2021
- Selected M-Group
  - Community engagement partner
  - Creation of Advisory Committee

Consultant Team	
Lead consultant; Housing Element, Environmental Justice Element and Safety element	M-Group
EIR	ESA
Transportation	Hexagon
Fiscal Impact Analysis	BAE



## RECOMMENDATION



- Authorize the City Manger to:
  - Negotiate scope and fee (not to exceed \$982,000) for the Housing Element Update process
  - Execute contract with M-Group
    - Robust community outreach and engagement
    - Housing Element Update and related rezonings and/or Zoning ordinance amendments
    - Housing Element Advisory Committee
    - Environmental Justice Element
    - Safety Element update
    - Environmental Impact Report
    - Fiscal Impact Analysis





## NEXT STEPS

- City Council Meeting (tentatively April 27)
  - Confirm principles and framework for the project
  - Establish common understanding of goals and outcomes
  - Establish Advisory Committee
  
- Let's Talk Housing countywide meeting – April 8
  - Register to attend at: [letstalkhousing.org/events](https://letstalkhousing.org/events)



**THANK YOU**

Agenda item I3  
Soody Tronson, Resident

I support the Menlo Park adoption of innovative all-electric, clean construction standards for new homes and buildings that at least a dozen other cities have since adopted, creating a movement for zero carbon development.

With that in mind, any action plan must consider the source of the electricity that is to enable this much needed convergence. Aside from cost of housing, cost of energy is another cost that keeps many Californians in poverty. As of July 2020 reports, California motorists are paying the nation's second highest gasoline prices. The report also pegs residential electric power rates at 55.8% higher than the average of other states, which translates into \$6-plus billion per year in extra expense. Commercial power rates are 69.7% higher than those of other states, and industrial rates are 115% higher — costs that obviously translate into higher prices for consumers. Monthly power bills continue to rise sharply as the cost of PG&E recovery have been passed on to consumers.

Any CAP should include means and measures to mitigate the usual electricity costs for buildings (commercial and residential) and should incorporate solar solutions.

Thank you for your consideration.

Soody Tronson