



**SPECIAL MEETING MINUTES**

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

**Closed Session**

**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**

**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. (Attachment).

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. (Attachment).

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

These minutes were approved at the City Council meeting of April 27, 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 regular meeting
  - Submit a written comment online up to 1-hour before the meeting start time:  
[menlopark.org/publiccommentApril6](https://menlopark.org/publiccommentApril6) \*
  - 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

\*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.

## Agenda item H1 Victor Buathier, Resident

Hello City Council,

I'm all in for the future of our kids but, let's pull on the brakes a little here on forcing everyone in Menlo Park and across the area to go fully electric by 2030. I have tried going with solar panels to reduce my electric bill with no actual solutions from any of the companies in the bay area that will provide us with the kWh's that our household needs due to our rooflines.

So let's start where the main problem is, and that's with PGE. Every city that is forcing every household to switch to electricity is going to keep feeding a company (PGE) that is doing nothing to help its customers. Every time that there's a fire, outage, death, lawsuits, or just preventive maintenance, they just turn a blind eye and tell the public that there are not enough funds.

So, here's the good news, they turn to The Public Utilities Commission and ask for a large percentage ( like clockwork) to raise our electric bills to pay for the lawsuits and fire damages and pass the buck to the customers again. But yet, they can turn right around and pay their CEOs millions in bonuses.

I wouldn't mind going all-electric if it's a company that will be working with or for the customers and I just don't see that in PGE. I see a company that is just laughing at all of the commissioners in the Northern California areas (where PGE supplies Electricity) who are playing right into their hands. In order to have a better Electric Company, one just doesn't feed one that is ripping off its customers.

Just look at what is coming up, they want to charge peak price on homeowners from 4:00 pm to 9:00 pm. I don't know about most of you but, that's when we get home and start dinner, clean up the house as much as one can, and if it's hot outside, you want to turn up the AC, not down as PGE wants you to. Here's PGE's recommendation, 80 degrees, really? I would love to go into one of the CEOs' homes when it's 80 degrees outside and see where their thermostat is, good luck.

One more item, what's with the tier program that they have now, really? I have been lived in four states and this is the first time that a company like PGE has had the opportunity to charge customers on tier levels, unbelievable.

Thank you,  
Victor

LET US FIX PGE FIRST, QUIT FEEDING THE COOKIE MONSTER AS THEY ARE NOT GOING TO CHANGE UNLESS SOMEONE FORCES THEM TO.

# **Climate Action Plan Education**

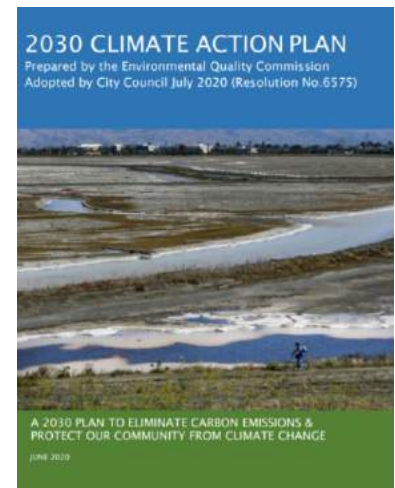
**Goal: Educate and Raise Awareness**

Vice Mayor Nash and Councilmember Wolosin

## 5 Topics\* to Cover with Education

1. How bad is the Climate Crisis? Why should I care?
2. Can Menlo Park really make a difference? Won't the State save us?
3. What is Menlo Park's plan to tackle climate change? What is the CAP?
4. What is "electrification" and why is it so important?
5. What can I do to make a difference?

\*All of the topics above and content to be covered are from the Council-adopted CAP and will not stray from the Council-adopted CAP





## **Climate Action Plan Education Proposal**

Recommend that Staff support CAP education (5 topics) by working with the EQC CAP Outreach Subcommittee, to include reviewing and approving material in a timely manner and using the City's multiple channels to reach the entire Menlo Park community.

CAP Education campaign to begin in May and to be completed by end of September 2021.



# 2030 CLIMATE ACTION PLAN PROGRESS AND NEXT STEPS FOR 2021

Rebecca Lucky, Sustainability Manager





## GENERAL GOAL FOR THIS AGENDA ITEM

- Determine if the staff recommendation for 2021 implementation is aligned with City Council and provide clarity and direction if needed/desired
- For 2022 and beyond, implementation will be discussed in July through the annual Climate Action Plan update



## POSSIBLE PROCESS APPROACH

1. Separately discuss and vote on each Climate Action Plan (CAP) goal's 2021 implementation strategy
2. Table to another meeting any CAP goals that are difficult to come to a consensus on or require further discussion or analysis
3. Depending on the length of this agenda item, continue any remaining CAP implementation discussion to another meeting
4. Amend CAP to include 2021 implementation decisions to be brought back as a consent item at a future meeting



## CAP GOAL NO. 1: EXPLORE POLICY/PROGRAM OPTIONS TO CONVERT 95% OF EXISTING BUILDINGS TO ALL-ELECTRIC BY 2030



### Recommended next steps

Approve timeline for project completion:

1. **May**- Complete analysis work
2. **June**- EQC recommendation
3. **July/August**- City Council considers analysis and policy approaches
4. **Fall 2021**- Begin public engagement
5. **2022**: City Council adopt ordinance(s) based on public engagement and final EQC recommendations

### Alternatives

1. Consider omitting tasks to expedite timeline
2. Defer to the Environmental Quality Commission (EQC) for advice
3. Provide further guidance/direction on implementation
4. Suspend work and focus on other CAP goals



## CAP GOAL NO. 2: SET CITYWIDE GOAL FOR INCREASING EVS AND DECREASING GASOLINE SALES



### Recommended next steps

**Staff recommendation:** City Council approval of the EQC's recommendation to implement through the Beyond Gas Initiative

### Alternatives

Provide additional direction/guidance to implement. Any further actions/tasks may require additional resources that would need to be analyzed and brought back to City Council for final approval.



## CAP GOAL NO. 3: EXPAND ACCESS TO EV CHARGING FOR MULTIFAMILY AND COMMERCIAL PROPERTIES



### Recommended next steps

**Staff recommendation:** Staff will continue to monitor the effectiveness of charging infrastructure incentives, and promote/market the incentives to multifamily property owners and tenants

**EQC recommendation:** Leveraging the relationships that the City Council has with existing multifamily property owners, the EQC requests that City Council members have at least 10 formal conversations with multifamily property owners in hopes to have at least one EV charger installed at two multifamily properties by August 31, 2021. City Council can refer interested property owners to staff to help facilitate free technical and incentive assistance.

### Alternatives

1. Provide additional guidance/direction on implementation. Any further actions/tasks may require additional resources that would need to be analyzed and brought back to City Council for final approval
2. Suspend work and focus on other CAP goals



## CAP GOAL NO.4: REDUCE VEHICLE MILES TRAVELED (VMT) BY 25% OR AN AMOUNT RECOMMENDED BY THE COMPLETE STREETS COMMISSION



### Recommended next steps

**Staff recommendation:** Approve EQC recommendation to direct the CSC to include in their two-year work plan development of a VMT reduction target.

The current CSC work plan includes studying how projects in the Transportation Master Plan can be prioritized that directly benefit the CAP.

### Alternatives

1. Focus on current work underway and proposed in CSC work plan
2. Provide direction to staff on additional work or tasks





## CAP GOAL NO. 5: ELIMINATE THE USE OF FOSSIL FUELS FROM MUNICIPAL OPERATIONS



### Recommended next steps

**Staff recommendation:** continue current direction from City Council to replace assets and equipment upon burnout, and use current staff capacity toward eliminating fossil fuels at the Menlo Park Community Campus project.

### Alternatives

Any further actions/tasks may require additional resources that would need to be analyzed and brought back to City Council for final approval.



## CAP GOAL NO. 6: DEVELOP A CLIMATE ADAPTATION PLAN TO PROTECT THE COMMUNITY FROM SEA LEVEL RISE AND FLOODING



### Recommended next steps

**Staff recommendation:** Await FEMA's recommendations on funding for the SAFER Bay project grant application this summer. Staff will continue to monitor Resilient San Mateo's regular agendas and work, and update the City Council on significant work efforts impacting Menlo Park through the City Council's work plan quarterly reports.

**EQC recommendation (September 2020):** Request quarterly updates (at least) from staff on decisions made by the San Mateo County Flood and Sea Level Rise Resiliency District board of directors. Consider assigning a City Councilmember to attend Board meetings and report back to City Council on a regular basis. Inquire about Menlo Park gaining a seat on the Board.

### Alternatives

Any further actions/tasks may require additional resources that would need to be analyzed and brought back to City Council for final approval.



**THANK YOU**

## Agenda item H5 Lynne Bramlett, Resident

I'm writing for two reasons.

The first is to point out the helpful online March 23, 2021 Brookings Institute online article, "How should local leaders use their American Rescue Plan funding?" The article gives two major process recommendations:

1. The first is to create a team to generate ideas: The "elected officials – and the networks of civic, business, philanthropic, and community stakeholders that surround them – should take a three-pronged approach to using their ARP funding: stabilize, strategize and organize." A team approach would generate more ideas, and it could "curate the ideas" and prioritize recommendations.
2. The second is to "organize" and to use a team approach to deploying the solutions. The article suggests creating a "Regional Recovery Coordinating Council of "public private partnerships that include small businesses, neighborhood leaders, social service agencies, philanthropic leaders and corporate heads. They would be tasked with aggregating and supplementing existing recovery plans, setting goals, recommending investments, and tracking results."

The article advises local governments to consider four factors in making decisions: Immediacy, Inclusivity, Future prosperity and Complementarity. A small stakeholder working group can help Council to avoid making quick decisions that "can exacerbate economic and racial inequality." A "coalition approach" would supply useful information and ideas, and help prevent missteps.

Suggestions:

1. Form a Council subcommittee, and invite stakeholders to a public meeting to collect input and to determine interest in a team approach to deploying the solutions.
2. Invite the local FEMA Regional Preparedness Liaison to this meeting. He recently spoke to the MPC Ready community and he later supplied the FEMA "Community Resilience/Outreach Playbook. Also invite staff members working on projects that pertain to disaster preparedness and mitigation.
3. In parallel, collect needed information on the overall community, including its most impacted parts. The staff report did not include this key information.

Council has until the "end of 2024 to spend all the funds. Local leaders thus have a chance to invest in future growth and prosperity, the impacts of which will extend beyond near-term expenditure needs." The Rescue Plan funding process can help drive needed change towards a FEMA recommended "whole community" approach to planning and disaster recovery.

The second reason I'm writing is to clarify something in the attached Agenda packet.

The March 18, 2021 packet includes a letter from Congresswoman Anna Eshoo, which describes a "Community Project Funding" opportunity with a due date of March 31, 2021. Separately, Congresswoman Jackie Speier has also reached out with similar notice of the opportunity. I believe the deadline is now April 14, 2021. In short, the deadline is an internal one whereby one or both of the Congresswomen could advocate for a particular project with CAL OES who makes the final decisions as to which local government projects to submit to the Federal funding agencies.

Thus, the City of Menlo Park could miss that deadline and yet still have opportunities to request grant money. I would like to submit a request, by the April 14, 2021 deadline, on behalf of MPC Ready. However, I would need the City of Menlo Park to do so on our behalf, with MPC Ready carrying out the work.

General Comments Related to Grants & Transparency

The City of Menlo Park is missing out on much available grant money due to not having someone focused on researching the grants, and then in applying for them. I will return to this topic again.

Federal grants may also require dependencies and this might include the "BRIC" grant money. Grant seeking is a complicated process which I'm learning. However, I see in the FEMA Preparedness Grants Manual (Version 2, Feb 2021) that, by December 31, 2021, the City would need to "complete a THIRA/SPR that addresses all core capabilities and is compliant with Comprehensive Preparedness Guide (CPG) 201, Third Edition." (Near top of page H-2)

THIRA/SPR stands for Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR). A THIRA/SPR would supply foundational information for disaster preparedness and mitigation planning. According to FEMA, "Since 2012, communities have used the THIRA/SPR to better understand the risks their communities face. This helps communities make important decisions on how to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risks."

The City of Menlo Park does not have a THIRA/SPR. I suggest that Council start the process of getting this critical planning work done.

A THIRA/SPR is also especially needed in connection with the fast-track approach to updating the County of San Mateo's Local Hazard Mitigation Plan and the Menlo Park Annex. An employee in the City's Public Works Department is tasked with working on the Menlo Park update. It's time for an update to Council on this process and to consider adding a few informed community stakeholders.

I also request that you hold a public review of the 2020 City of Menlo Park Preparedness Report. A public review would help establish a shared understanding of the City's preparedness. I consider a public review essential for Council's strategic decision-making.