



REGULAR MEETING MINUTES

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

Closed Session

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

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. (Attachment).

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 commented on drought cutbacks relative to the Bay Delta Plan and the Tuolumne River Trust.

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. (Attachment).

- 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. (Attachment).

- 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. (Attachment).

City Clerk Judi A. Herren provided an update (Attachment).

- 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. (Attachment).

- 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. (Attachment).

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. (Attachment).

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 American Rescue Plan Act funds 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. (Attachment).

- 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

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/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

*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.

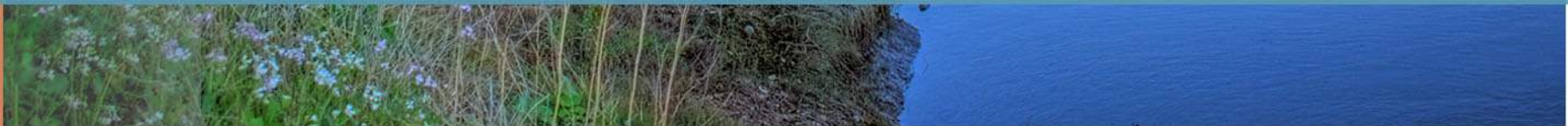
Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions 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.



URBAN WATER MANAGEMENT PLAN STUDY SESSION

April 13, 2021 – Chris Lamm, BAWSCA, EKI





AGENDA

- Menlo Park Municipal Water
- SFPUC and BAWSCA's role
 - Supply reliability with the Bay-Delta Plan
- Urban Water Management Plan
 - Projected water demands
 - Projected water supply and reliability
 - Updated Water Shortage Contingency Plan (Drought Plan)
- Timeline





REQUESTED DIRECTION



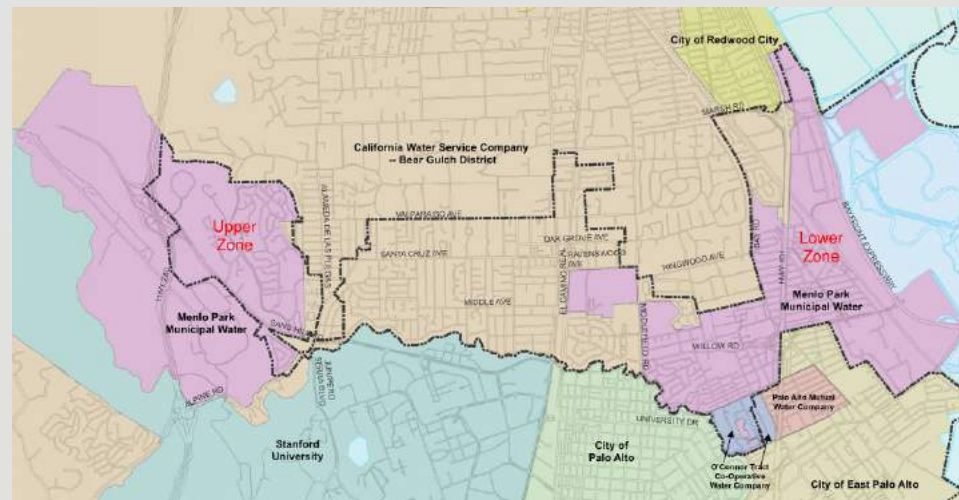
- Confirm including SFPUC's supply reliability data with the Bay-Delta Plan in the UWMP
- Confirm including BAWSCA's equal drought cutbacks across all agencies (for cutbacks greater than 20%) in the UWMP
- Confirm scheduling the public hearing on May 25 to adopt the UWMP and WSCP prior to the July 1 submittal deadline



MENLO PARK MUNICIPAL WATER



- 100% supply purchased from San Francisco Public Utilities Commission (SFPUC)
- Approx. 4,400 service connections
- Water service for half of the city
- SFPUC supply guarantee 4.456 MGD during non-drought periods





Bay Area Water Supply and Conservation Agency (BAWSCA)

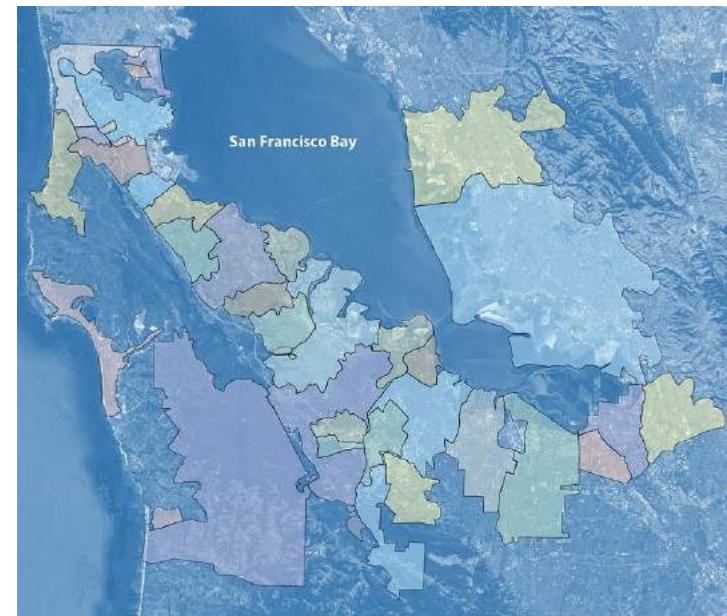
Nicole Sandkulla, CEO/General Manager



What is BAWSCA? (Bay Area Water Supply and Conservation Agency)

A Special District representing the interests of:

- 26 water suppliers in San Mateo, Santa Clara, and Alameda Counties
- 1.8 million residents and over 40,000 businesses and community organizations
- All rely on the San Francisco (Hetch Hetchy) Regional Water System



BAWSCA's 26 Member Agencies

Alameda County

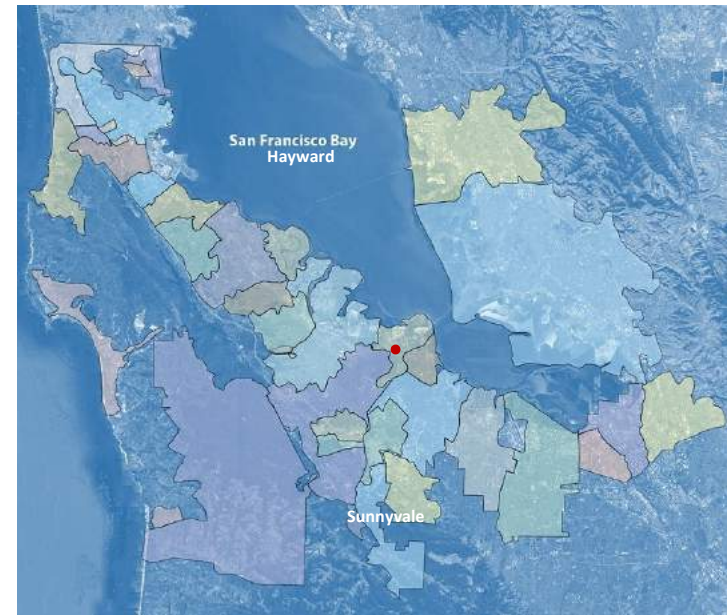
- Hayward, Alameda County WD

Santa Clara County

- Milpitas, San Jose, Santa Clara, Sunnyvale, Mountain View, Palo Alto, Purissima Hills WD, Stanford University

San Mateo County

- East Palo Alto, Menlo Park, Redwood City, Cal Water Service Company, Mid-Peninsula WD, Coastside County WD, Foster City (Estero), Burlingame, Hillsborough, Millbrae, San Bruno, Brisbane, Guadalupe Valley MID, North Coast County WD, Westborough County WD, Daly City



San Francisco Regional Water System



New State Regulations Result in Significant Water Supply Impacts to Regional Water System

- State Water Resources Control Board (State Board) establishes water quality objectives to protect beneficial uses of water in Bay-Delta
 - Water Quality Control Plan for the SF Bay/Sacramento-San Joaquin Delta Estuary (Bay-Delta Plan)
- In 2009, the State Board initiated the Bay Delta Plan Phase 1 Update impacting the Tuolumne River
- State Board adopted Bay Delta Plan Phase 1 Update in Dec. 2018
 - State Board Plan includes a framework for voluntary agreements that meet or exceed the proposed objectives to protect fish and wildlife
- Adopted Bay Delta Plan requires significantly increased Tuolumne River instream flows
- Adopted Bay Delta Plan results in significant water supply impacts to customers that rely on Regional Water System
 - SF Retail Customers and BAWSCA member agencies' customers

Adopted Bay Delta Plan Requires Dramatically Increased Tuolumne River Instream Flows



Bay Delta Water Quality Control Plan Phase 1 (Plan) and Voluntary Agreement (VA) Timeline

2009	<ul style="list-style-type: none">• Current Bay Delta Water Quality Control Plan Phase 1 (Plan) Update Begins
2013	<ul style="list-style-type: none">• Release & Review of Draft Phase 1 Plan and CEQA Document• BAWSCA comment letter identifies water supply impacts to BAWSCA agencies• SFPUC comment letter identifies significant impact & inadequate CEQA compliance
2016	<ul style="list-style-type: none">• Revised Draft Phase 1 Plan & CEQA Released (Sept.)• Governor Brown urges State Board to be open to VA to resolve Bay Delta issues• Governor Brown appoints Secretary Babbitt to lead VA negotiations
2017	<ul style="list-style-type: none">• Review & Comment on Revised Draft Phase I Plan• State convenes monthly VA “Babbitt” negotiations; BAWSCA not allowed to participate• BAWSCA engaged directly with Secretary Babbitt and others on behalf of agencies• BAWSCA comment letter identifies significant impacts to BAWSCA agencies• All BAWSCA agencies submit comment letters detailing specific water supply impacts• SFPUC comment letter identifies significant impacts & inadequate CEQA compliance
2018	<ul style="list-style-type: none">• Final Phase 1 Plan Adopted (Dec.)
2019	<ul style="list-style-type: none">• Lawsuits Filed on Adopted Phase 1 Plan• Governor Newsom reinitiates VA discussions• SF joins lawsuit against State Board on adoption of Phase I Plan (Jan.)• BAWSCA intervenes in lawsuit against State Board (March)• State Agencies (CNRA/CEPA) provide a VA progress report to State Board (July)
2020	<ul style="list-style-type: none">• State Agencies (CNRA/CEPA) announce a Framework for VAs (Feb.)

Adopted Bay Delta Plan Significantly Increases Flow in Lower Tuolumne River

- Phase 1 Plan requires 40% of unimpaired flow be released **every year, whether it is wet or dry**, into Lower Tuolumne River from Feb-June
- Since 1971, Feb-June releases averaged 32% of unimpaired flow
 - Wet years it has been 60%+
 - Dry years it has been 10% or less
- SFPUC has expressed serious doubts about the Tuolumne River ecosystem benefits of the State Board's plan
 - Over 200 studies have been performed on the Tuolumne River since the early 1990s that the State Board did not utilize in their analysis
 - Does not reflect existing actual river conditions or the specific issues for the river that need to be addressed to provide desired ecosystem benefits

Potential Impacts of Adopted Bay-Delta Plan on San Francisco Regional Water System

- 20-30% rationing even at recent “drought” water demand
 - At 175 MGD, water demand in 2016 under State-mandated rationing, further rationing of 20-32% would be necessary
- 40-50% rationing at current or contract level water demands
 - Rationing in multiple dry years would be as high as 50% at demands from 223 MGD (current demand) to 265 MGD (contract level demand)
- The number of dry year shortages would double or triple
 - Existing system projected to have shortages 1 in 10 years
 - Frequency of dry year shortages would double in 175 MGD scenario
 - Frequency of dry year shortages would triple in 223 MGD scenario

Voluntary Agreement Proposal for Tuolumne River Supported by Science

- Over 200 studies have been performed on the Tuolumne River since the early 1990s that the State Board did not utilize in their analysis
- The SFPUC (and Wholesale Customers) and the Districts have spent \$25 million on studies on the Tuolumne River fishery in the last 5 years
- These studies provide significant information about the fishery on the Tuolumne River and what should be done to improve the fishery
- The proposal has significant technical support from the Tuolumne River studies
- The proposal includes a portfolio of measures to improve river ecosystems and increase natural salmon populations in the Tuolumne River including:
 - Functional flows
 - Restoring habitat
 - Reducing predation and managing aquatic weeds
 - Better managing hatcheries

Voluntary Agreements Provide Best Path Forward

- Governor Newsom providing critical leadership in negotiations
- CA Secretary of Natural Resources and Secretary of CA EPA leading negotiations
- We are working hard to move forward on voluntary, statewide agreements
 - No progress in the last year due to State/Federal litigation
 - Talks have been recently reinitiated
- BAWSCA continues its direct efforts in support of having the Tuolumne River Voluntary Agreement analyzed by the State Board as an alternative to adopted Bay-Delta Plan
- In the absence of settlements, unproductive litigation will prolong the situation and that won't help the environment or impacted communities

BAWSCA Actively Engaged in Securing Water Supply Reliability Given Identified Bay Delta Plan Impacts

BAWSCA Actions

- Regular reports to BAWSCA Board and member agencies
- Public comment to State Board and others
- Formal comments during environmental review processes
- Intervened in Bay Delta litigation
- Intervened in Don Pedro FERC proceeding

BAWSCA Advocacy Efforts with Others

- Engagement with State and local elected officials
- Engagement with State officials and staff
- Engagement with water customers (residents, businesses, others)

BAWSCA Advocacy Efforts with SFPUC

- Regularly reminding SFPUC of its contractual & legal water supply obligations to member agencies
- BAWSCA successfully urged SFPUC to initiate a new Alternative Water Supply Planning Program to develop new sources of water to meet its obligations
- BAWSCA supported \$288 M allocation in SFPUC's 10-year CIP for Alternative Water Supply Planning Program and regular reporting



EKI Environment & Water, Inc.

Anona Dutton, Vice President

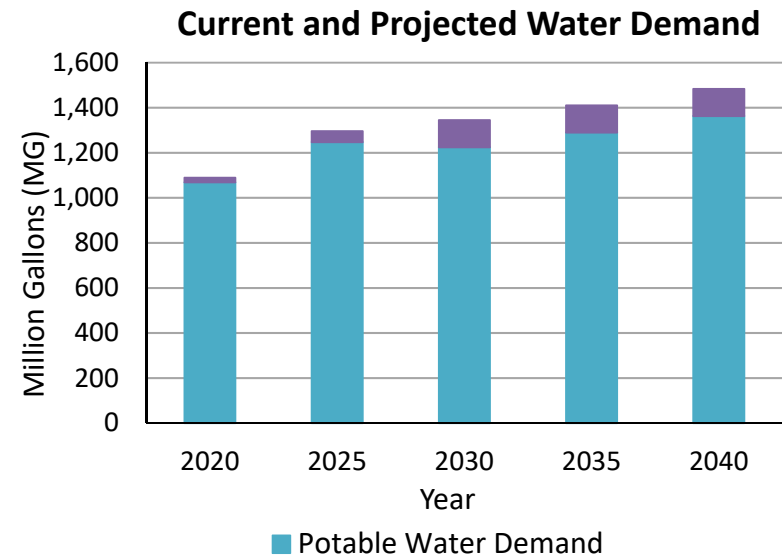
Tina Wang, Project Manager

PRESENTATION OUTLINE

- Projected Water Demands
- Projected Water Supply and Reliability
- Updated Water Shortage Contingency Plan (Drought Plan)

PROJECTED WATER DEMANDS

- Total water demands projected to increase 36% by 2040
- Projections account for future population and employment growth and conservation savings
- Residential per capita demand is approximately 55 gallons per day per capita (GPCD) over planning period
- Recycled water projected to serve 8% of total demand in 2040

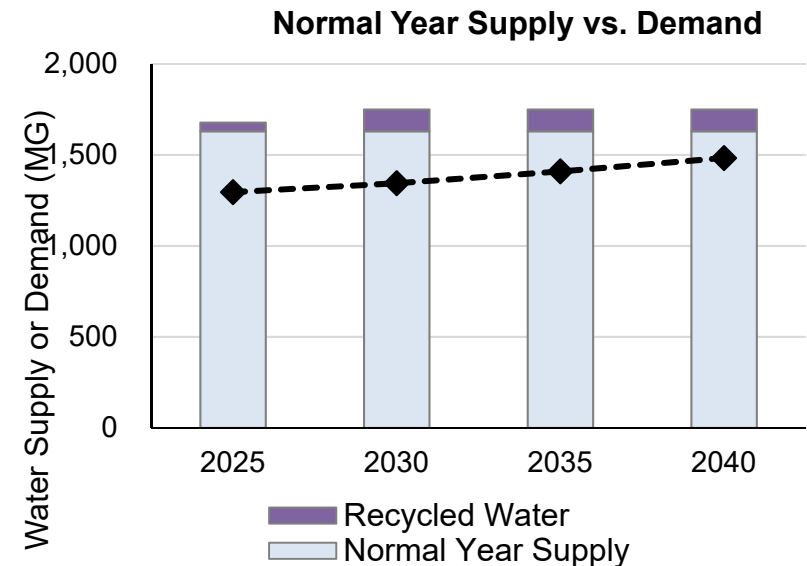


SFPUC PROVIDED WATER SUPPLY RELIABILITY PROJECTIONS

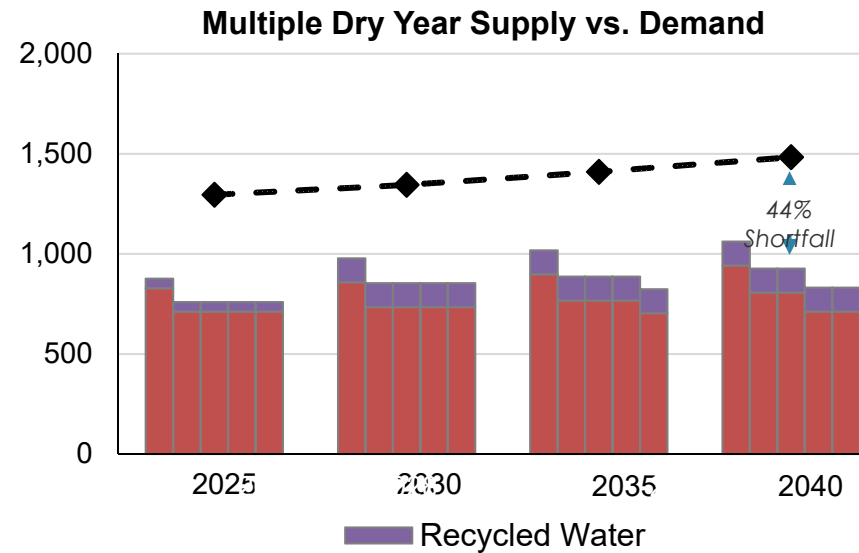
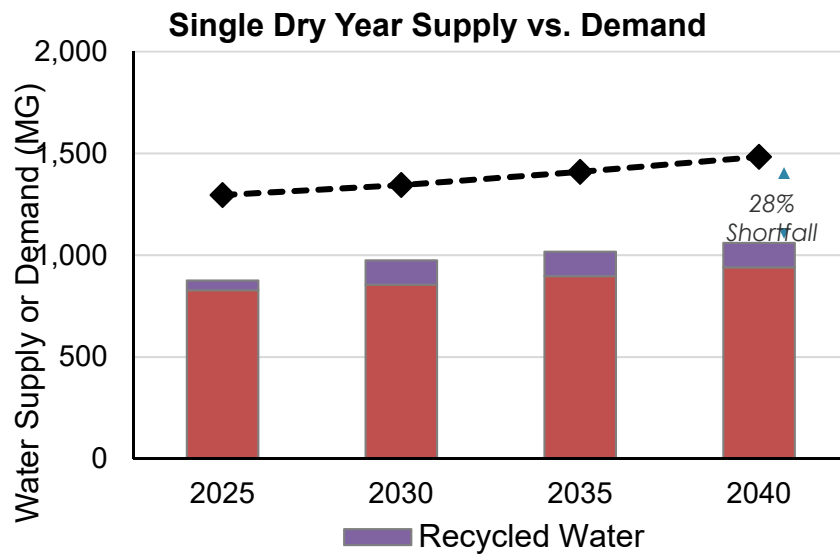
- City is 100% reliant on SFPUC RWS for potable water
- SFPUC provided multiple reliability projections under the Bay-Delta scenario, none of which meet their contractual Level of Service Goals
- No prescribed method to allocate water to wholesale agencies for shortages greater than 20%
- BAWSCA assumed equal percentage cutbacks for UWMP planning purposes

NORMAL YEAR SUPPLIES SUFFICIENT TO MEET PROJECTED DEMANDS

- City has a perpetual individual supply guarantee (ISG) of 4.456 million gallons per day (MGD) from SFPUC
- Recycled water projected to supply 48 MGD by 2025 and 120 MGD by 2030
- Groundwater is for emergency purposes only



>40% SUPPLY SHORTFALLS PROJECTED IN DRY YEARS



- Absent of recycled water, single dry year supply shortfall by 2040 is anticipated at 37%

- Absent of recycled water, multiple dry year supply shortfall by 2040 is anticipated at up to 52%

WATER SUPPLY/DEMAND MANAGEMENT STRATEGIES AND ACTIONS

- 2017 letter sent to State Board supporting alternatives to Bay Delta Plan
- Developing alternative supplies
 - Groundwater
 - Recycled Water
- Implementing water conservation programs
- Updating Water Shortage Contingency Plan
 - Proposed actions coordinated with Cal Water for similar messaging



March 3, 2017

Jeanine Townsend, Clerk to the Board
State Water Resources Control Board
Cal/EPA Headquarters
1001 T Street, 24th Floor
Sacramento, CA 95814-0100
commentletters@waterboards.ca.gov

Re: Comment Letter – 2016 Bay-Delta Plan Amendment & SED

Dear Ms. Townsend:

In the light of these aforementioned impacts as well as those articulated in the BAWSCA and SFPUC comment letters incorporated here by reference, the MPMWD requests that environmental and economic impacts of any shortage on the San Francisco Regional Water System, and the associated lost jobs and delayed development, be fully and adequately analyzed as part of the SWRCB's proposed flow alternatives. Such full and adequate analysis should be given at least equal weight with all other elements of the SWRCB's subsequent deliberations and decision making.

Last, the Governor has indicated his strong support for negotiated voluntary agreements to resolve these issues. We request that the SWRCB provide adequate time for voluntary agreements to be reached amongst the stakeholders prior to any action on the SED. Please give this settlement process a chance for success instead of expediting implementation of the current proposal. We share BAWSCA's commitment to continue working closely with the diverse interests and stakeholders to develop that shared solution.

- MPMWD has made significant strides in water conservation in the past 10 years. Total water use decreased 31.5% from 3.25 million gallons per day (MGD) to 2.23 MGD.
- Based on our 2015 Urban Water Management Plan, a 50% cut to water supply would force MPMWD to take a number of significant actions including developing water budgets for all water accounts and notifying account holders, and not approving new potable water connections, new temporary meters or permanent meters, except under special circumstances.
- MPMWD serves water to 3,600 residential customers and over 250 businesses and other non-residential customers. Potential consequences of the SED proposal include health and safety concerns due to lack of potable supplies, major job losses, slower economic growth and delayed community development in our service area.

WHAT ARE OTHER BAWSCA AGENCIES CONSIDERING?

- Further expand alternative supplies
- Increase water conservation
- Develop “water-neutral” growth policies
- Development moratoriums
- Closure of non-essential businesses during droughts

DROUGHT PLAN WATER SHORTAGE LEVELS

Shortage Level	Percent Shortage Range	Shortage Response Actions
No-Drought	N/A	<ul style="list-style-type: none"> Includes water waste prohibitions effective at all times.
1	Up to 10%	<ul style="list-style-type: none"> Declaration by the City Council upon the determination that the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction due to water supply shortages or an emergency. Includes implementation of mandatory restrictions on end uses, as well as agency actions and potentially supply augmentation.
2	Up to 20%	
3	Up to 30%	
4	Up to 40%	
5	Up to 50%	
6	Greater than 50%	

BASIS FOR SELECTION OF DROUGHT RESPONSE ACTIONS

- Focus on outdoor water use
- Focus on a few, simple actions to make messaging, enforcement, and compliance easier
- Provide flexibility to customers in meeting savings objectives
- Utilize emergency supply well(s) as supply augmentation during Stages 5 and 6 (shortages over 40%)
- Establish account-level water use budgets by sector during Stages 5 and 6
- Quantitatively assessed using Drought Response Tool

The screenshot shows the 'eki Drought Response Tool' interface. At the top, there are navigation tabs: Home, Input Baseline Year Water Use, Baseline Year Water Use Profile, Drought Response Actions, Estimated Water Savings, and Drought Response Tracking. The current view is '1 - Home' for 'Menlo Park Municipal Water'. Below this is a table titled 'Enter Agency Information' with the following data:

Enter Agency Information	
Agency Name	Menlo Park Municipal Water
Total Population Served	17,780
Conservation Goal (%)	5%
Drought Stage	Stage 1
Number of Residential Accounts	3,577
Number of Commercial, Industrial, and Institutional (CII) Accounts	462
Number of Dedicated Irrigation Accounts	142
Baseline Year(s)	2019
Percentage of Residential Indoor Use During Minimum Month (%)	100%
Percentage of CII Indoor Use During Minimum Month (%)	100%
Comments	

Below the table is a 'Navigation' section with the following items:

Navigation	
USER'S GUIDE	Download and read the guide before using this Tool
1 - HOME	Enter agency information
2 - INPUT BASELINE YEAR WATER USE	Enter Baseline Year production and use
3 - BASELINE YEAR WATER USE PROFILE	Review and confirm entered information
4 - DROUGHT RESPONSE ACTIONS	Select Drought Response Actions and input estimated water savings and implementation rates.
5 - ESTIMATED WATER SAVINGS	Review estimated water production and compare estimated savings to conservation target.
6 - DROUGHT RESPONSE TRACKING	Track production and water savings against the conservation target.



TIMELINE



- April 13 City Council study session to discuss the 2020 UWMP WSCP
- Late April or early May Draft 2020 UWMP and WSCP available for public review. Staff will notify local agencies and municipal customers
- May 25 Public hearing to adopt the 2020 UWMP and WSCP
- July Final 2020 UWMP and WSCP available on the City's webpage. Staff will notify local agencies and municipal customers



REQUESTED DIRECTION



- Confirm including SFPUC's supply reliability data with the Bay-Delta Plan in the UWMP
- Confirm including BAWSCA's equal drought cutbacks across all agencies (for cutbacks greater than 20%) in the UWMP
- Confirm scheduling the public hearing on May 25 to adopt the UWMP and WSCP prior to the June 30 deadline



A large, solid orange rectangular banner is positioned horizontally across the middle of the page. The words "THANK YOU" are written in a bold, white, sans-serif font, centered within the banner. The background of the page is a light blue-grey color with a subtle geometric pattern of overlapping triangles.

Agenda item J2 Lynne Bramlett, Resident

This comment spans J2 and J3.

The data in J3 warrants a broader assessment as to whether changes should be made to the structure and composition of the City's Commissions and Committees. Why did so few apply for some commissions? Why none for others?

The attendance records in J2 also show a need for an assessment. Agenda Item J2 shows that two Commissioners resigned early and multiple other Commissioners arrived late and/or left early from Commission meetings. Could the reasons have to do with perceptions of the importance of the Commission itself and/or the importance of the agenda topics?

The two Council members on the Finance & Audit Committee show a "0" attendance record. When two members aren't present, it's very difficult to obtain a quorum. I have heard members of the FAC state that it's been a challenge to find a quorum due to having Council members on their Committee.

I suggest that Council form a subcommittee to consider possible modifications to the City's Commissions and Committees. Should Council agree with this suggestion, I suggest the following strategies which would also help to establish a regular source of data to inform Council decision-making.

1. Establish an "exit interview" strategy for those who leave early.
2. Establish a yearly survey of seated Commissioners/Committee members with the results reported annually to the City Council. Or hold a yearly "special joint meeting of the Council and all Commissions and Committees" as a way to annually collect "roundtable" data.
3. Conduct a review of the agenda topics over a 12-month period. See how many are in the categories of either "routine" business (such as approving minutes) or informational topics. Contrast this percentage of time with meaningful discussions of substance.
4. Research approaches used elsewhere.

I consider it vital for our local democracy to have residents involved in a meaningful way. Volunteers of today want meaningful service opportunities for a cause that they believe in. They dislike bureaucracy and they want to be empowered. I speak as someone reading multiple books right now on the topic of effective volunteer programs. The Commissions and Committees could be an important source of help to the Staff and to Council for its decision-making process. Please let me know if I can be of any help in compiling data on this topic for a Council subcommittee.

Table 1: Vacancies to applicants			
Advisory body	No. of vacancies	No. of applications received (as of 4/8/2021)	No. of applications received (as of 4/13/2021)
Complete Streets Commission (CSC)	3	4	5
Environmental Quality Commission (EQC)	1	1	3
Finance and Audit Committee (FAC)*	3	3	2
Housing Commission (HC)	4	5	6
Library Commission (LC)	2	-	1
Parks and Recreation Commission (PRC)	3	-	1
Planning Commission (PC)*	1	1	2
Total	17	14	20

* advisory bodies with multiple applications from one applicant



Agenda item K1 Lynne Bramlett, Resident

The April 12, 2021 Daily Journal had a recent column (A celebration of the Children) by Sue Lempert that focused on the critical importance of child care for working parents, and to the children themselves.

You are being asked to increase staff at the two MP-run child care centers. First, I gently ask if this sudden emergency could have been avoided. More importantly, I believe that the broader topic needs more information, and a more holistic, proactive and regional approach.

When child care is brought before Council, I think the topic should include all child care available within City limits, especially any form of child care/pre-school learning that is at least partly supported with taxpayer resources. For example, the report did not include details of the parent co-op at Nealon Park. While I understand that those parents run an independent program, their very nice buildings sit on City-owned land. What other child care exists, who does it serve, what are its costs, and is adequate?

The report could have included data related to the supply of child care in comparison with the demand. I realize that this kind of research takes time. However, if our advisory commissions had a broadened role some of those serving might enjoy doing this kind of research.

The report did not include any mention of working with the neighboring jurisdictions on a regional approach to the important topic of child care/pre-school education. Why not? I ask that regional approaches be considered as there could be economies of scale and/or possible leverage points. At minimum, Menlo Park would get a fresh perspective.

As an example, Ms. Lempert's paragraph four gave details about a San Mateo County "response team made up of 4Cs (Child Care Coordinating Council), First Five, San Mateo County, the San Mateo Office of Education, and the Silicon Valley Community Foundation" and how these groups worked together on solutions. The response team included Council Member Giselle Hale of Redwood City and Amourance Lee of San Mateo." Apparently, the group got CARES Act funds, and they started a "Child Care Relief Fund" to which a "broad spectrum of donors" contributed money and the County also contributed money. All combined, the group got a "total of \$5.3 million in grants" that "benefitted over 8,000 of the county's most vulnerable children."

The later Agenda topic L3 includes details of Manzanita Works which also takes an innovative and partnership-style approach to the needs of the commuter, including those of child care. It seems to me that some type of "systems thinking" would be beneficial to issues that are so inter-related. I also suggest finding out what factors led to the formation of the successful "response team" detailed in Ms. Lempert's column. Perhaps the conditions could be replicated in Menlo Park.



IMMEDIATE AND CRITICAL STAFFING NEEDS FOR CHILDCARE PROGRAM SUPERVISION

City Council Meeting – April 13, 2021



RECOMMENDATIONS

- Authorize the addition of 2.0 full-time equivalents at the library and community services Supervisor level and 1.0 at the library and community services Manager level.
- If approved, additional action is required to amend the City Council adopted salary schedule to include salary ranges for the library and community services manager and library and community services supervisor classifications.



CHILD CARE OVERVIEW

- BHCDC and MCC preschool: up to 156 preschool-aged children
- OHCC and MCC afterschool: up to 141 school-aged children
- Summer camps for preschool and school-aged children
- Regulated and licensed by State of CA and County of San Mateo
- Teachers and site supervisors subject to professional licensing and permit requirements
- Chronic underinvestment in childcare staffing
- Anticipated and unanticipated staff transitions
- Lack of qualified and licensed personnel to fill key supervisory roles



ANALYSIS

- Immediate and critical need for qualified supervisory and management personnel in childcare
- Department severely impacted by budget and personnel reductions
- Prolonged pandemic and economic austerity
- Childcare operation is such that the city's exposure to risk is elevated in the event of operational failure
- Recruitment and onboarding process can take 4-6 months
- If the immediate staffing needs are left unaddressed, the childcare programs will be at risk of operational failure due to lack of qualified personnel at the childcare sites



STAFF TRANSITIONS

- BHCCDC and MCC sites historically supervised by a combination of four qualified full-time employees
- Recruitment and retention challenges
- Frozen positions, attrition, transfers out, interim/acting roles
- Family and medical leaves
- 17% operating budget and personnel reductions
- Assistant community services director resigned effective April 15
- Licensure and education requirements limit the ability for existing personnel to step into childcare roles in the event of further staff departures

INTERIM ORGANIZATIONAL STRUCTURE



Organizational realignment of the library and community services department is ongoing and expected to continue to evolve and iterate through fiscal year 2022-23 with major milestones including:

- Critical and immediate needs in the childcare program addressed
- Anticipated economic recovery including the American Rescue Plan to support rebuilding the organization's capacity to serve the community
- Operational efficiencies and synergies identified and implemented as the merged department pivots to post-pandemic operations
- Interim services implemented during construction and long-term new service models in preparation for the opening of the Menlo Park Community Campus in 2023.



RECOMMENDATIONS

1. Authorize the addition of 2.0 full-time equivalents at the library and community services supervisor level and 1.0 at the library and community services manager level.
2. Adopt Resolution No. 6620 to approve the following amendments to the salary schedule:
 - a. Add library and community services manager
 - b. Add library and community services supervisor

Agenda item K2 Soody Tronson, Resident

Dear Honorable Council ...

The City of Menlo Park is completely out of control when it comes to employees and contractors, including the Police headcount.

The police force is already inflated. A few years ago the Police department increased its number of police using a 1.5 factor (police to residents calculations) with the justification that the increased Facebook employees require more police presence. That justification has already been debunked, as in how many Facebook employees frequent Menlo Park during the day. If the number of people during the day counts, how about all those who leave the City to work elsewhere?

Police are not the right choice for traffic enforcement. Second, traffic stops are best served by non-police personnel who don't carry guns. I am confident that you are all already aware of the national crisis with so many people, particularly BIPOC, being killed during traffic stops. If you need references I am happy to provide it.

As to other city employee headcounts:

1) are these "annual costs" inclusive of overtime and pension?

The City of Menlo Park is already not transparent on what it costs to employ its personnel. I have asked this before that the numbers on its website are just basic salary and don't include overtime and other perks as provided through Transparent California.

2) Has the City received a review of its employees/contracts versus other comparable cities by an "independent agency" that reports to the Council and not the city management? Such reports should be transparently available to the residents without asking.

3) What is not being done already that these new hires (e.g., coordinators or library personnel) will do? Furthermore, just because it was not done before does not mean that it shouldn't have been done before with existing personnel.

3) Is the City slated to become a key employer In the City of Menlo Park?

There appears to be no actual audit or checks and balances for the operation of the City itself. It asks, and it shall receive. Why, because nothing is easy to understand in the City.

Please stop this madness of hiring more people both in the City management and Police department.

Regards

A frustrated resident.

Soody Tronson

Agenda item K2 Morgan Ames, Resident

cities in the Bay Area and across the US are exploring ways to provide traffic enforcement and safety improvements without armed police. Berkeley has already approved such a measure, and similar measures have been under consideration in Oakland.

I strongly agree that traffic enforcement should be separated from the police department. Traffic stops, already the main point of contact between many people and police, can be especially dangerous and discriminatory for people of color, as research has demonstrated.

Prior to COVID, it appears that Menlo Park had relatively high collision rates, so the solutions we were using before the pandemic already weren't delivering the safety that they were supposed to.

I advocate for alternate solutions for road safety, including crossing guards and educational programming for school areas; additional speed bumps, turn restrictions, and other traffic calming measures along the lines of what have been partially implemented in the Willows; and more dedicated spaces for bicycles and pedestrians.

This is the moment to rethink what was previously not an effective policy. Menlo Park has the opportunity to be on the forefront of the Bay Area and the country on this topic.

A scenic landscape photograph of a river or stream flowing through green hills under a cloudy sky. The image is framed by a blue horizontal band containing the title text.

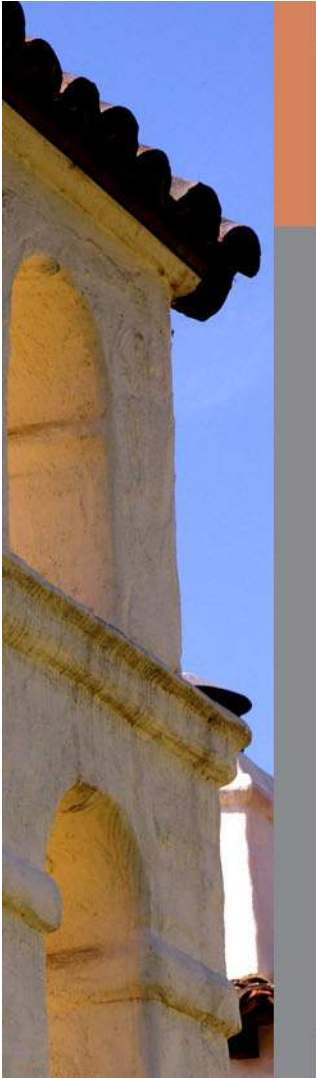
COST RECOVERY POLICY - EQUITY STATEMENT, LIBRARY OVERDUE FINES, RECREATION USER FEES

City Council Meeting – March 9, 2020



RECOMMENDATIONS

- Amend the cost recovery policy to include new equity statement
- Eliminate library overdue fines
- Pilot: Citywide need-based recreation program scholarships
- Pilot: Suspend resident user fees for children ages 0-5 in music, dance, movement, and intro to sports
- Pilot: “Recreation Rx” – health and wellness “prescription” recreation passes for at-risk residents
- Pilot program details would be developed and presented for City Council approval in context of FY 2021-22 budget deliberations



PROPOSED EQUITY STATEMENT

The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City.

The City of Menlo Park prioritizes social justice in decisions that affect residents' lives: the fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.



LIBRARY OVERDUE FINES



- Multiple Bay Area library jurisdictions have eliminated library overdue fines
- Studies show that overdue fines disproportionately impact low-income residents and communities of color
- Administrative and staffing costs to track and collect fines exceed the value of the fines collected
- Projected library overdue fines revenue in FY 2020-21: \$42,000
- Master fee schedule update: April 13



NEED-BASED SCHOLARSHIPS



- Current need-based scholarship/ fee assistance programs
 - One-to-One Scholarship: Fee waivers, subsidies – 58 participants
 - Gymnastics: Reduced hourly rate – 15 participants
 - Aquatics: Youth swim lessons – 271 participants

- Pilot: Citywide recreation scholarships for income-qualified residents
 - Would reduce financial barriers to access
 - 75% fee reduction for residents who show proof of other public assistance
 - Nominal participation fee of 25%; can also be waived if desired by City Council
 - Qualified participants receive up to one class or activity per season
 - Maximum annual scholarship value \$250/individual or \$500/family
 - City Council can set different limits if desired



USER FEES – RECREATION PROGRAMS FOR CHILDREN 0-5 YEARS



- Pilot: Suspend resident user fees for recreation programs targeted to children ages 0-5 years
 - Would eliminate barriers to participation based on financial status
 - Similar precedent: Free public library programs – storytime, arts/crafts, language
 - Target population: Menlo Park resident children ages 0-5 years
 - Program focus: Music, dance, movement, intro to sports
 - Current approximate annual revenues: \$238,000 gross (user fees); \$103,000 net (after instructor payments)
 - Would not apply to childcare, summer camps or gymnastics which require higher levels of care and investment and are placed higher in the cost recovery policy.



RECREATION RX – HEALTH & WELLNESS PASSES



- Pilot: “Recreation prescriptions” in the form of passes to city programs focused on health and wellness
 - Would promote and facilitate wellness for residents in at-risk communities
 - Local nonprofit health provider could “prescribe” health and wellness programs to eligible patients
 - Passes would be redeemable for participation in city health and wellness programs.



RECOMMENDATIONS

- Amend the cost recovery policy to include new equity statement
- Eliminate library overdue fines
- Pilot: Citywide need-based recreation program scholarships
- Pilot: Suspend resident user fees for children ages 0-5 in music, dance, movement, and intro to sports
- Pilot: “Recreation Rx” – health and wellness “prescription” recreation passes for at-risk residents
- Pilot program details would be developed and presented for City Council approval in context of FY 2021-22 budget deliberations

Agenda item K4 Lynne Bramlett, Resident

The March 23, 2021 Brookings Institute online article, “How should local leaders use their American Rescue Plan funding” gives suggestions for spending the Rescue money:

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.”

A small stakeholder working group would generate more innovative ideas and help Council to avoid making quick decisions that “can exacerbate economic and racial inequality.” Council has until the “end of 2024 to spend all the funds.” The Rescue Plan funding process can help drive needed change towards generating more ideas and deploying them.

Menlo Park is also missing out on Grant money. We missed out on a City reply in response to Congresswoman Jackie Speier and Anna Eshoo’s request for projects for the “Community Project funding” through the BRIC grants. That’s not the only grant money we missed. The 2020 report, “Summary of Federal Grant Funding to the State of California,” shows how little Menlo Park obtained in comparison with some others. Just imagine what we could do with the \$32,264,490 that Yuba City got (population of 66,516) or the \$24,860,348 that Santa Monica got (population of 91,577).

I realize that the comparison is not apples-to-apples as I don’t know what grants the other jurisdictions obtained. However, the numbers show a startling comparison. The population numbers are from 2019 with online Census data. Please see the below. I also did a little additional research at the City of Sunnyvale’s job posting site while searching under "grant writer." Based on the jobs that pulled up, "funded by grants," it appears that Sunnyvale has at least five staff positions funded through grants. Again, this is preliminary data but it suggests that grant funding could be a most promising source of potential revenue.

- Menlo Park -- \$177,516 (population of 34,138)
- Pacifica -- \$2,643,686 (population of 38,984)
- Saratoga -- \$3,375,224 (population of 30,697)
- East Palo Alto -- \$5,133,020 (population of 29,593)
- Palo Alto -- \$1,067,350 (population of 66,573)
- San Leandro -- \$6,457,880 (population of 90,000)
- Sunnyvale -- \$13,871,936 (population of 152,770)



AMERICAN RESCUE PLAN ACT FUNDS

April 6, 2021





ARPA FUNDS FRAMEWORK

- Intended use of funds
 - Structural use, short-term replacement of lost revenue
 - One-time use, discrete projects or grants
- Expenditure timeframe
 - Fiscal year 2021-22
 - Fiscal years 2022-23 through 2024-25
 - Funds must be expended by December 31, 2024, fiscal year 2024-25



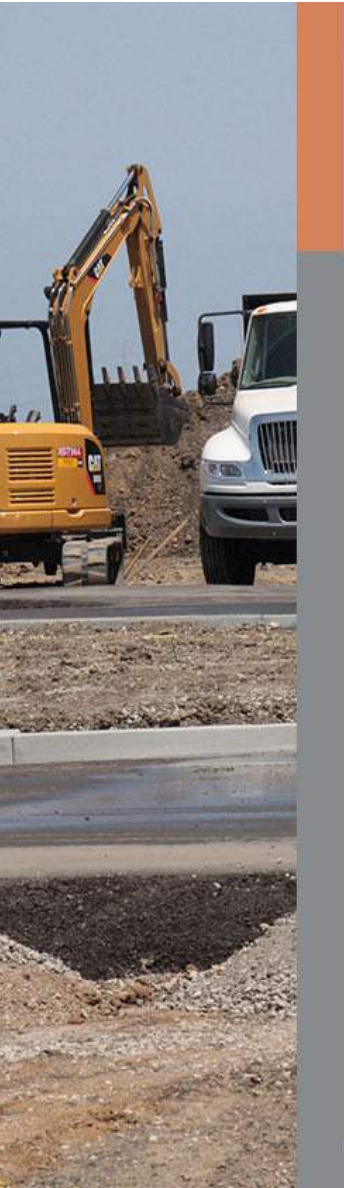
ARPA OVERVIEW

- Aid to households, states, municipalities, education, healthcare
- City of Menlo Park direct aid
 - \$6.531 million estimate
 - Based on population
- Wide latitude in use of funds
 - Replacement for lost revenue such as transient occupancy tax (TOT or hotel tax)
 - Investments in infrastructure
 - Aid to other organizations such as non-profits
 - May not be used for pension funding



INTENDED USE

- Structural purposes
 - Ongoing needs, such as service to the community suspended/reduced due to budget cuts
 - Replaced by return of structural revenues in future years
- One-time uses
 - Grants to other organizations
 - Discrete projects such as vaccination events
- Other considerations





EXPENDITURE TIMELINE

- Fund expenditure deadline: December 31, 2024
- Spans up to five fiscal years, 2020-21 through 2024-25
- Front-loading example
 - 60 percent fiscal year 2021-22, \$3.92 million
 - 30 percent fiscal year 2022-23, \$1.96 million
 - 10 percent fiscal year 2023-24, \$0.65 million
- Even expenditures example - \$150,000 per month
- Other – most urgent component is fiscal year 2021-22 amount



ARPA FUNDS FRAMEWORK

- Intended use of funds
 - Structural use, short-term replacement of lost revenue
 - One-time use, discrete projects or grants
- Expenditure timeframe
 - Fiscal year 2021-22
 - Fiscal years 2022-23 through 2024-25



Agenda item L3 Lynne Bramlett, Resident

I read the staff and consultant report in detail and I also viewed the Manzanita Works website. I have also spoken with the CEO of Manzanita Works. I first met her about 2-3 years and I was most impressed with this capable young woman who so clearly had a heart for community service. I spoke with her recently to get an update on Manzanita Works. I left that meeting even more impressed with her vision and in how much the organization has achieved already.

In short, Manzanita Works appears to be a complete paradigm shift from “business as usual” approaches. I like their regional focus and their holistic focus. At minimum, I think that the Manzanita Works model is innovative enough for it to deserve at least 20 minutes of Council’s time in a focused presentation. Please give Manzanita Works your ear and let its CEO present its story without the filters.

I am concerned that the Staff and consultant Reports attempts to compare two organizations that aren’t apples-to-apples. The comparisons also included puzzling details or conclusions that I question. The most glaring problem was the way that the comparison did not consider all the many benefits that come with the Manzanita Works “whole commuter approach.” I also like the partnerships that Manzanita Works is building along with their clear interest in asking questions.

Over the years, I have seen staff reports come to Council that appear to present options in a narrow way as opposed to bigger picture thinking. These are no doubt easier to write. However, more holistic approaches seem like a time-saver in the long run. An additional benefit of joining Manzanita Works would be the benefit of getting new ideas from its partner organizations. That in itself would be very valuable.

I also see value in Manzanita Works from a disaster preparedness approach. The Federal Emergency Managers Agency (FEMA) recommends a “whole community approach” to preparedness planning. Manzanita Works brings organizations together that support the commuter. It’s not hard to imagine how beneficial that would be when disaster strikes. Those arrangements ahead of time would foster a faster disaster recovery later. A logical extension of Manzanita Works’ approach could be to help get formal agreements developed that pertain to post disaster need of stocked shelters and other emergency supplies that would help trapped commuters in Menlo Park and their families still at home.

I see that tomorrow the topic is going to the Complete Streets Commission for their input. This process seems rushed. I also ask if the Complete Streets Commission is the right group to holistically evaluate the merits of Manzanita Works in comparison with Commute.org.