



**REGULAR MEETING MINUTES**

**Date:** 6/8/2021  
**Time:** 5:00 p.m.  
**Location:** Zoom

**Closed Session**

**A. Call To Order**

Mayor Combs called the meeting to order at 5:17 p.m.

**B. Roll Call**

Present: Combs, Mueller (joined the meeting at 5:28 p.m.), Nash, Taylor, Wolosin  
Absent: None  
Staff: City Manager Starla Jerome-Robinson, City Attorney Nira F. Doherty, Assistant Administrative Services Director Dan Jacobson

**C. Agenda Review**

Staff had updates on item L1.

**D. Closed Session**

**D1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (1 potential case) (Attachment)

No reportable actions.

**D2. 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, Legal Counsel Charles Sakai, Human Resources Director Theresa DellaSanta

- Soody Tronson commented on police department staffing and provided alternatives.

No reportable actions.

**E. Adjournment**

Mayor Combs adjourned the meeting at 5:49 p.m.

## Regular Session

### F. Call To Order

Mayor Combs called the meeting to order at 5:52 p.m.

### G. 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

### H. Report from Closed Session

None.

### I. Presentations and Proclamations

#### I1. Proclamation: Recognizing Ron Shepherd

Mayor Combs read the proclamation (Attachment).

#### I2. Certificate of Recognition: Karanvir Singh Bhasin (Attachment)

Mayor Combs read the certificate of recognition (Attachment).

Santa Clara Valley Science and Engineering Fair Association Board Member Forrest Williams accepted the certificate of recognition on behalf of Karanvir Singh Bhasin.

#### I3. Certificate of Recognition: Parker Evan Brown (Attachment)

Mayor Combs read the certificate of recognition (Attachment).

Parker Evan Brown accepted the certificate of recognition.

### J. Public Comment

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

- Maria Amundson spoke in support of quiet zones.

### K. Advisory Body Vacancies and Appointments

#### K1. Consider applicants and make appointments to fill vacancies on the Park and Recreation Commission and the Housing Element Community Engagement and Outreach Committee (Staff Report #20-123-CC)

City Clerk Judi Herren introduced the item.

- Aurora Brosnan spoke on their application for the Park and Recreation Commission.

The City Council made appointments to fill vacancies on the Community Engagement and Outreach Committee and the Park and Recreation Commission.

Community Engagement and Outreach Committee

- Richard Li – term expiring December 31, 2022 (approx.)

Park and Recreation Commission

- Aurora Brosnan – term expiring April 30, 2024
- David Thomas – term expiring April 30, 2025

**ACTION:** By acclamation, the City Council retained one position on the Community Engagement and Outreach Committee for a District 5 representative, to remain open until filled, passed unanimously.

**L. Consent Calendar**

- L1. Adopt Resolution No. 6631 updating City Council procedure CC-19-0004 Commission Committee Policies And Procedures, Roles And Responsibilities (Staff Report #21-124-CC)

Web form public comment received on item L1. (Attachment).

City Clerk Judi Herren clarified and updated the resolution to reflect the membership of the Community Engagement and Outreach Committee as fourteen (14).

- Soody Tronson spoke on concerns on restrictive language in the roles and responsibilities.

- L2. Authorize the city manager to enter into an agreement with Chefables in an amount not to exceed \$100,000 for the delivery of food services at the Belle Haven Child Development Center for fiscal year 2021-22 (Staff Report #21-117-CC)

- L3. Adopt Resolution No. 6627, preliminary approval of the engineer's report for the Menlo Park Landscaping Assessment District, and Resolution No. 6628, intention to order the levy and collection of assessments for the Landscaping Assessment District for fiscal year 2021-22 (Staff Report #21-108-CC) – updated and continued from May 25, 2021

- L4. Adopt Resolution No. 6632 approving the list of projects eligible for fiscal year 2021-22 funds from Senate Bill 1: The Road Repair and Accountability Act of 2017 (Staff Report #21-122-CC)

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

**M. Public Hearing**

- M1. Public hearing on proposed fiscal year 2021-22 budget and capital improvement plan (Staff Report #21-118-CC) (Presentation) (Handout)

Web form public comment received on item M1. (Attachment).

Assistant Administrative Services Director Dan Jacobson introduced the item.  
Mayor Combs opened the public hearing.

- Lynne Bramlett spoke in opposition of the Menlo Park Fire Protection District expenditure

services agreement.

- Michal Bortnik spoke in support of the American Rescue Plan (ARP) funding for communities most impacted by COVID-19.
- Karen Grove spoke in support of the ARP funding for communities most impacted by COVID-19 and short-term relief for renters.
- Pamela Jones spoke in support of holding off on police department funding, establishing a community oversight advisory body, analytics of police department overtime, and requested clarification on development agreement income.
- Marion Marquardt spoke in support of gymnastics returning.
- Adina Levin spoke in support of public works, transportation, and capital improvement project (CIP) budgets.
- Kevin Gallagher spoke in opposition to police department service level enhancement funding.
- Tom Kabat spoke in support of increasing the climate action plan (CAP) budget.
- Kim Morris spoke in support of gymnastics funding.
- Josie Gaillard spoke in support of increasing the CAP budget and staffing.

Mayor Combs closed the public hearing.

The City Council took a recess at 7:23 p.m.

The City Council reconvened at 7:46 p.m.

The City Council received clarification on development agreement funds, expediting reopening of services, ARP funding to Menlo Park residents impacted by COVID-19, library and community services department senior program assistant designation related to large scale events, full-time equivalents (FTEs) added last year and costs for additional FTEs, temporary employees currently being utilized, economic development manager position, human resources department capacity related to proposed new hires, staffing capacity for CIP and transportation projects, CAP staffing and capacity, user utility tax (UUT) notification requirements, excess educational revenue augmentation fund (excess ERAF), grant money for police department personnel timing and usage, reactivating gymnastics impact to the budget, homeless and housing staff needs, and ARP funds as grants to other agencies for service enhancements.

The City Council discussed the need for a detailed organizational chart, public safety issues and proposed additional police department personnel, and fiscal year 2020-2021 budget cuts impact to reactivation.

The City Council directed (Attachment):

Tier 1:

- Approved
  - Ref 1
  - Ref 2
  - Ref 3
  - Ref 4
  - Ref 5
  - Ref 7
  - Ref 8
- Rejected:
  - Ref 6

Tier 2:

- Approved:
  - Ref 10
  - Ref 12
- Rejected:
  - Ref 9
  - Ref 11

Tier 3:

- Approved:
  - Ref 13
  - Ref 14

Tier 4:

- Maybe:
  - Ref 17

The City Council proposed new service level enhancements:

- Rental and mortgage assistance outreach
- Small business relief
- Eviction and incidental assistance
- Extension of eviction moratorium
- Increased code enforcement coordination

**M. Public Hearing – continued**

- M2. 1) Introduce and waive first reading of zoning Ordinance No. 1077 amendment associated with community amenities and bonus level development in the Office, Life Sciences and Residential Mixed Use zoning districts to establish an in-lieu fee payment for the provision of community amenities and authorize applicants to propose community amenities not on the community amenities list through negotiation of a development agreement, and 2) provide direction on preparing a revised community amenities list and community amenity review procedures and regulations (Staff Report #21-120-CC) (Presentation)

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

Mayor Combs was recused from the item and exited the meeting.

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

Vice Mayor Nash opened the public hearing.

- Pamela Jones spoke in support of City Council involvement in the community amenities.

Vice Mayor Nash closed the public hearing.

The City Council received clarification on impact of the proposed ordinance to current development projects and impacts to current amenities list.

The City Council directed staff to remove amenities that have already been provided from the list and to develop community amenities review procedures.

**ACTION:** Motion and second (Taylor/ Nash) to introduce and waive first reading of zoning Ordinance No. 1077 Ordinance of the City Council of the City of Menlo Park amending Sections 16.43.070, 16.44.070, and 16.45.070 of Title 16 of the Menlo Park Municipal Code, passed 4-0-1 (Combs recused).

Mayor Combs rejoined the meeting.

## **N. Regular Business**

N1. Authorize the city manager to execute an agreement with GEOinovo Solutions Inc. for demographic analysis and census mapping services for the City Council 2020 census redistricting process (Staff Report #21-121-CC)

City Clerk Judi Herren introduced the item.

- Pamela Jones expressed the need for public outreach and the importance of the redistricting.

The City Council received clarification on public engagement, cost, and upcoming related agenda items.

**ACTION:** Motion and second (Nash/ Combs), to authorize the city manager to execute an agreement with GEOinovo Solutions Inc. for demographic analysis and census mapping services for the City Council 2020 census redistricting process, passed unanimously.

N2. Adopt fireworks urgency Ordinance No. 1075 and waive first reading of fireworks Ordinance No. 1076 (Staff Report #21-219-CC)

Chief David Norris and City Councilmember Taylor introduced the item.

The City Council received clarification on an anonymous tip line, fine alternatives and reduction, data collection, and expiration of proposed urgency Ordinance No. 1075.

The City Council directed staff to return fee with a master fee schedule amendment.

**ACTION:** Motion and second (Nash/ Combs), to adopt fireworks urgency Ordinance No. 1075 Ordinance No. 1075, An Urgency Ordinance of the City Council of the City of Menlo Park Prohibiting Fireworks and Setting Forth the Facts Constituting such Urgency and introduce and waive first reading of fireworks Ordinance No. 1076 An Ordinance of the City Council of the City of Menlo Park Amending the Menlo Park Municipal Code by Adding Chapter 8.57 (Fireworks) to Title 8 (Peace, Safety and Morals) and Amending Section 5.28.050 (Sale of Christmas Trees, Pumpkins or Fireworks) of Chapter 5.28 (License Fees for Various Miscellaneous Businesses) of Title 5 (Business Licenses and Regulations) of the Menlo Park Municipal Code, and Finding Adoption of the Ordinance Exempt from the California Environmental Quality Act, passed unanimously.

## **O. Informational Items**

O1. City Council agenda topics: June – July 2021 (Staff Report #21-116-CC)

## **P. City Manager's Report**

None.

**Q. City Councilmember Reports**

City Councilmember Wolosin requested adding an item to update the municipal code removing the bike license requirement.

Vice Mayor Nash reported out on the Peninsula Clean Energy Authority (PCE) meeting.

City Councilmember Taylor reported out on C/CAG meeting, One Shoreline meeting, SFO Airport/Community Roundtable meetings.

City Councilmember Mueller announces that the Bay Area Water Supply and Conservation Agency (BAWSCA) requires new appointment in June 2021.

Mayor Combs reported out on San Francisquito Creek Joint Powers Authority (SFCJPA) meeting.

**R. Adjournment**

Mayor Combs adjourned the meeting at 12:17 a.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of June 22, 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 closed session and regular meeting
  - Submit a written comment online up to 1-hour before the meeting start time:  
[menlopark.org/publiccommentJune8](https://menlopark.org/publiccommentJune8) \*
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID 998 8073 4930
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 998 8073 4930  
Press \*9 to raise hand to speak

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

- Watch meeting:
  - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:  
Channel 26
  - Online:  
[menlopark.org/streaming](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 J  
Frengiz Surty, resident

Hello, my name is Frengiz (pronounced: "Fren-geese") Surty.

I live in the University Heights section of Menlo Park and grew up here. I am excited to share the news that I am leading a new Menlo Park Climate Action City Team, formed through 350 Silicon Valley! In the week and a half since our formation we already have 39 members and are continuing to grow.

Our purpose is to broaden community support for city implementation of the CAP and we look forward to engaging with the city and the community at large to promote these efforts.

We encourage Council members to remain steadfast in their commitment to reducing fossil gas use through electrification, increasing electric vehicle adoption and creating more bike-friendly paths. We encourage the Council to create budget allocations for staffing across departments that align with the complexities of the CAP implementation work plan.

The new City Team supports the Menlo Park's transition away from fossil gas and believes a clean energy future is in our hands.

Thank you.

## Agenda item J Cheryl Schaff, resident

Dear Mayor Combs and City Council Members:

Do you feel the communal buzz as Menlo Park residents emerge from hibernation, relish going out with bare smiles and start to revel in summer and being together? I do. And I'm beyond grateful. We made it through a real dilemma.

Now we have work to do. The most important work of our lives.

It's time to mitigate monstrous changes in Menlo Park's temperature, air quality, water availability, food accessibility and lifestyle that will make this pandemic look like a momentary annoyance...a bug bite. I applaud the Environmental Quality Commission and City Council for developing and adopting an ambitious Climate Action Plan last year. Today, I encourage you to take every possible step...in setting priorities, maximizing budgets and staffing up...to implement that plan. We need it. Now.

The majority of Menlo Park residents are with you. Right now, they're holding their breath—and praying—as humidity levels drop, vegetation crisps and we wait for that first all-hands-on-deck wildfire and dread learning how close it is, how many acres are being devoured and what the air quality index is. This nightmare is coming, and many of our city's residents are not equipped to handle the heat and dangerous air quality. Please use American Rescue Plan or other funds to protect our vulnerable residents from harm ASAP.

And, simultaneously, please move quickly in transitioning our commercial and residential buildings from dirty gas to clean electricity. Our evolved, educated community understands the urgency of mitigating climate change. Let's go.

As Bill McKibben is often quoted, "Even if we win slow, we lose."

Cheryl Schaff  
Peninsula Clean Energy Citizens Advisory Committee  
Climate Reality Project Leader, Bay Area Chapter  
Extinction Rebellion San Mateo



## Agenda item L1 Soody Tronson, resident

In practice, the roles of committees for Menlo Park suffer from restrictive language that handcuffs the Committees from providing meaningful work.

It is understood that the committees are not policymaking bodies, rather advisory. However, even in the context of an advisory role, the roles, as described, compared to other cities (see Palo Alto below), are frequently used to restrict input and advise.

For example, the current Housing Element Committee language frames the role as follows: "Members help guide and provide feedback on the types and frequency of activities/events/meetings and the strategies and methods for communicating with the various stakeholders in the community."

For comparison take neighbor city, Palo Alto's description:

"1. Advise the Planning and Transportation Commission and City Council on housing policy, including initial site selection of potential housing sites and to prepare housing programs for the Housing Element Update, that assists Council in carrying out its responsibilities; and

2. Provide community input by being ambassadors to the community for the Housing Element update process."

A simple comparison of the two language between Menlo Park and Palo Alto (called Working Group in the case of Palo Alto), Palo Alto gives ownership to the committee (to provide advice) and is action driven regarding several critical issues. Menlo Park's on the other hand, provides no ownership to its committee with its only role being a helper on means of communication.

In reading the current Menlo Park Housing Element Committee role broadly, the word 'strategies' can reasonably be interpreted to include input regarding content, form, timeline, etc. That said, that is not how it is often used. It is also noteworthy that there is not direct link between Housing Element Committee and the Planning Committee although both address Housing Element.

This problem was present in the Finance & Audit Committee and it appears to be present now again with the Housing Element Committee.

I believe and strongly recommend for a detailed review of the roles and responsibilities as stated and revising them to empower the committees to be take ownership and be more impactful advisory bodies.

Warm regards  
Soody Tronson  
Speaking as Meno Park resident

## Agenda item M1

Bernard and Carmen Clouse, resident

I would suggest that the funding include better enforcement of the ban on gas leaf blowers on Spare the Air days. When qw call to report violations, the gardeners are usually gone before anyone can respond.

Better - fine the home owners, not the gardeners - since the gardeners may not be able to keep track of the various local laws about this, and since this way the responder can arrive after the fact and still be effective

And - why not ban the gas power leaf blowers completely, they just move dust from one place to another while creating air and noise pollution.



# 2021-22 BUDGET PUBLIC HEARING

June 8, 2021



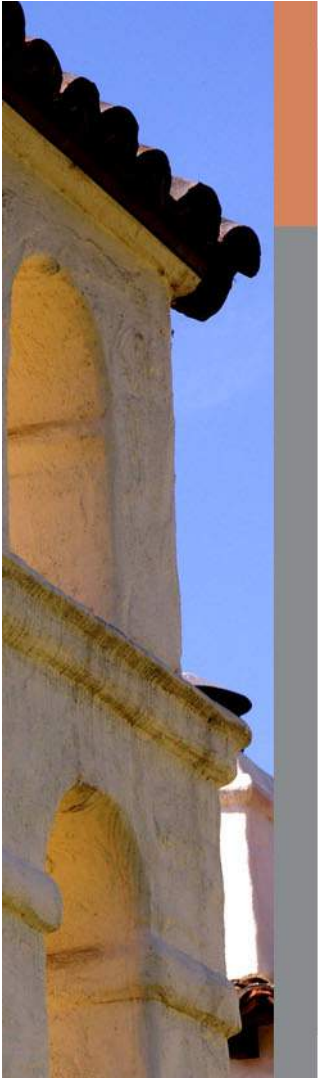


# AGENDA

- Introduction
- Baseline fiscal year 2021-22 budget
- Resource options
- Service level enhancement options
- City Council questions
- Public Hearing
- City Council direction to staff

The background of the slide is a photograph of a white, arched tower with a tiled roof, set against a blue sky and green trees. The tower has a central archway and is flanked by two smaller arches. A teal banner with the text "BASELINE BUDGET" is overlaid across the middle of the image. A purple vertical bar is on the left side of the image.

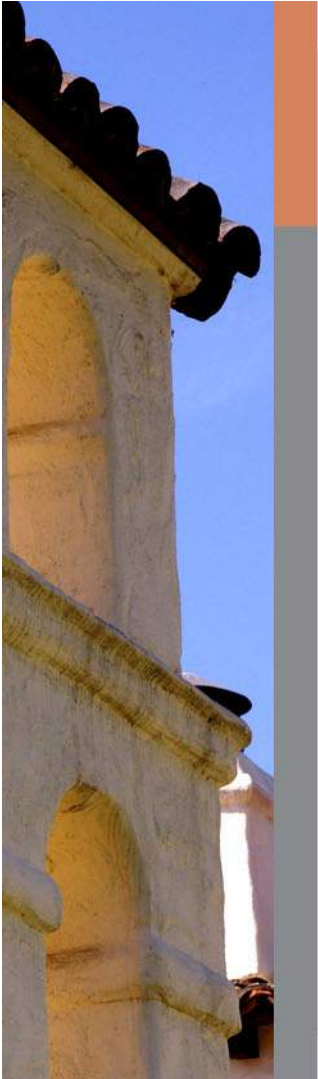
# BASELINE BUDGET



## FUNDED CITY COUNCIL PRIORITIES

- 2020 census redistricting
- 2022 housing element and related zoning code updates and documents
- Caltrain rail corridor quiet zone analysis
- Climate Action Plan
  - No. 1 – explore policy/program options to convert 95% of existing building to all-electric by 2030
  - No. 4b – Middle Avenue rail crossing and complete street
- ConnectMenlo community amenities list update
- Menlo Park Community Campus





## UNFUNDED CITY COUNCIL PRIORITIES

- Reimagining downtown
- Reimagining public safety



## PROPOSED FISCAL YEAR 2021-22 BUDGET

- **Baseline budget**
  - Operating surplus of \$549,430
  - Includes \$3.1 million transfer to General Capital
  - Includes substantially similar services to fiscal year 2020-21
- **Incorporates changes to budgeting/accounting**
  - One-time Revenue Fund (\$4.0 million placeholder expenditures)
  - Bayfront Mitigation Fund (no expenditures)
  - New special revenue funds for grant activities
  - Transparency on pension components
  - Reintroduction of vacancy factor
- **City Council direction required on resources/service level enhancements**



# RESOURCE OPTIONS





## AMERICAN RESCUE PLAN ACT (ARP) FUNDS



- \$8.30 million available through calendar year 2024
- Largely unrestricted in use
- “Revenue backfill” method allows up to full amount in any fiscal year
- Not all potential uses scoped by staff



## UTILITY USERS' TAX (UUT)

- Maximum rate set by Menlo Park Municipal Code section 3.14
- Temporary reductions up to 12 months
- 60 days' notice required to change rate; allowable during fiscal year
- \$3.0 million resource available if all categories set to maximum as of October 1, 2021



## EXCESS EDUCATION REVENUE AUGMENTATION FUND

- Received when ERAF transfer exceeds school districts' State mandated funding levels
- Considered threatened revenue source
- Practice has been to budget 50 percent of expected amount
- Additional 50 percent represents \$1.81 million





## USE OF FUND BALANCE

- \$37.41 million estimated General Fund balance as of July 1, 2021
- \$4.64 million not recommended for use
- \$32.78 million in reserves or unassigned balance

The background of the slide is a photograph of a modern building with a large glass facade. A green horizontal bar is overlaid on the image, containing the text "SERVICE LEVEL ENHANCEMENT OPTIONS".

# SERVICE LEVEL ENHANCEMENT OPTIONS





## TIER 1 OPTIONS

- Responsive to interests expressed by City Council during goal setting

Ref. #	Service Level Enhancement	Cost (\$ millions)	FTE
1	Augmentation of contract-supported capacity in the building division	0.45	0.00
2	Improved turnaround time for plan check review and building permit issuance	0.38	3.00
3	Restoration of planning staffing levels	0.30	1.50
4	Heritage tree ordinance implementation and downtown maintenance team	0.63	5.00
5	Resume processing neighborhood traffic requests and improve use of mapping tools	0.16	1.00
6	Emergency preparedness collaboration with Menlo Park Fire Protection District	0.10	1.00
7	Resident and business services program	0.43	3.00
8	Sustainability staff capacity for climate action plan implementation	0.15	1.00



## TIER 2 OPTIONS

- Restoration of services eliminated starting in fiscal year 2020-21

Ref. #	Service Level Enhancement	Cost (\$ millions)	FTE
9	Community-oriented civilian public safety personnel	0.20	2.00
10	Enhanced police record-keeping, data collection, and quality assurance	0.10	1.00
11	Long-term traffic solutions to decrease the frequency and severity of collisions through traffic enforcement	0.31	2.00
12	Restoration of library and community services programs and services eliminated due to pandemic	0.75	7.00



## TIER 3 OPTIONS

- Improvement of customer service and leveraging technology

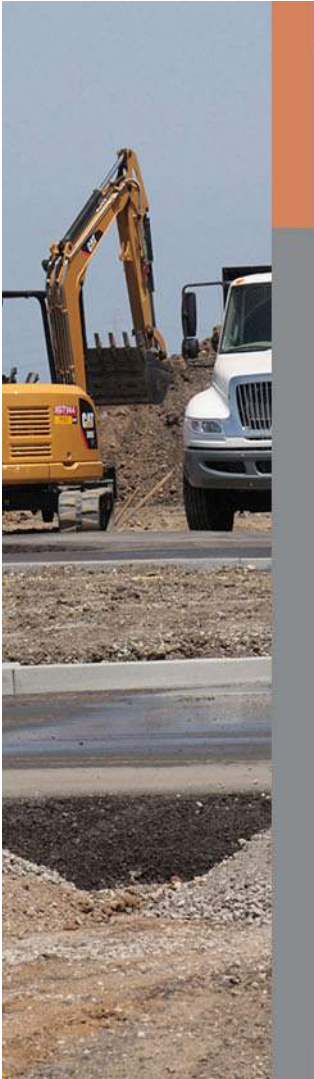
Ref. #	Service Level Enhancement	Cost (\$ millions)	FTE
13	Enterprise systems optimization	0.37	3.00
14	Financial management organizational resiliency	0.36	2.00



## TIER 4 OPTIONS

- Non-personnel increases in service to the community

Ref. #	Service Level Enhancement	Cost (\$ millions)	FTE
15	Budgeting for lower than anticipated investment returns by CalPERS	1.46	0.00
16	Gymnastics program delivery options	0.03	0.00
17	Restoration of holiday lighting at City parks	0.09	0.00
18	Restoration of Safe Routes to School services	0.05	0.00



## BUDGET TEAM

- Nikki Nagaya
- Chris Lamm
- Brian Henry
- Eren Romero
- Christian Quijano
- Alxea Vilkins
- Madelinne Godinez
- Dani O'Connor
- Dave Norris
- Tony Dixon
- Jaime Romero
- Sein Reinhart
- Nick Szegda
- Theresa DellaSanta
- Rani Singh
- Deanna Chow
- Chuck Andrews
- Mike Noce
- Vanh Malathong
- Clay Curtin
- Rebecca Lucky
- Judi Herren
- Sandy Pimentel
- Kristen Strubbe
- Whit Loy
- Nicole Casados



**THANK YOU**





## 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



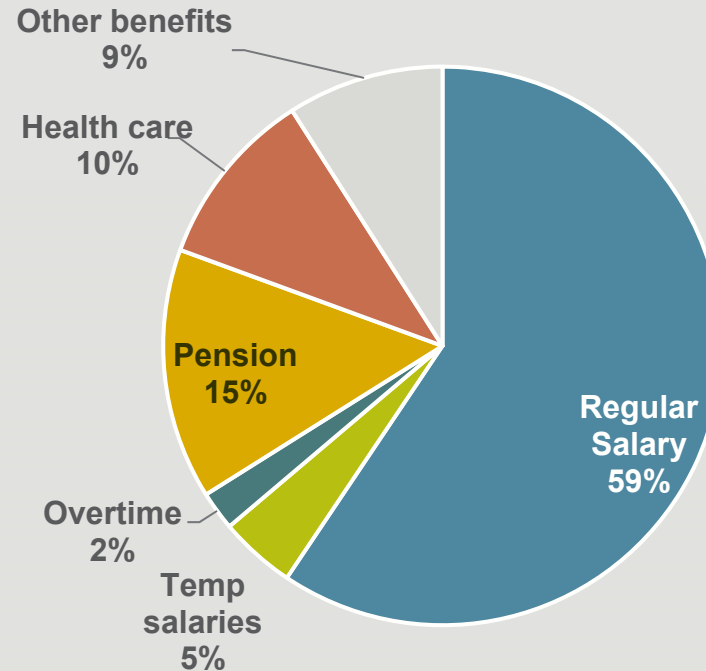


# RESOURCES 2019-20 ADOPTED BUDGET



- **Staffing**
  - 286.75 FTEs
  - 28.50 vacant as of January 7
  - \$52.33 million salaries & benefits
  - 63.3% of General Fund revenue
  - Temporary staff = estimated 55-65 FTEs
  - 9 Retired annuitants
- **Contract services**
  - \$13.84 million = estimated 20-30 FTEs

Personnel costs, all funds





## HOW HAS OUR STAFFING CHANGED?

**2017-18**  
**278 FTEs**

+6.0 police personnel, Community Response Team  
+1.0 management analyst, housing  
+1.0 asst. to the city manager, special projects  
**+8.0 FTEs, approved June 20, 2017**

**2018-19**  
**287.25 FTEs**

+3.0 library personnel  
+2.0 water division personnel  
+1.0 code enforcement  
+1.0 construction inspector  
+1.0 human resources technician  
+0.75 gymnastics instructor  
+0.50 police dispatcher  
**+9.25 FTEs, approved June 19, 2018**

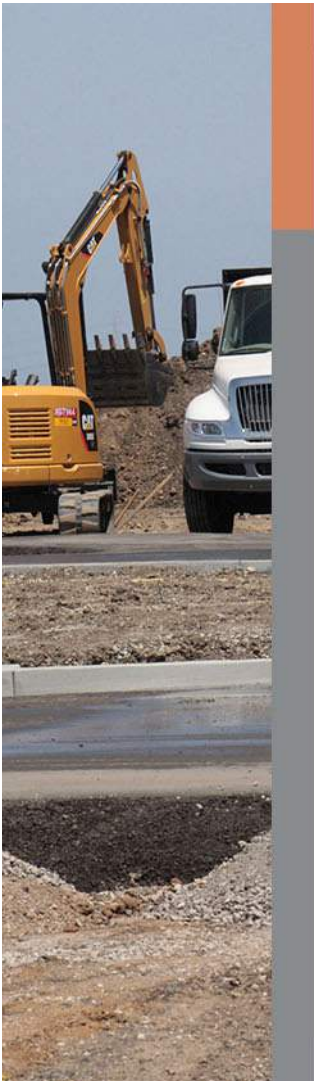
**2019-20**  
**286.75 FTEs**

-1.0 red light enforcement officer  
+0.5 CIP engineer, provisional  
**-0.5 FTEs, approved June 18, 2019**



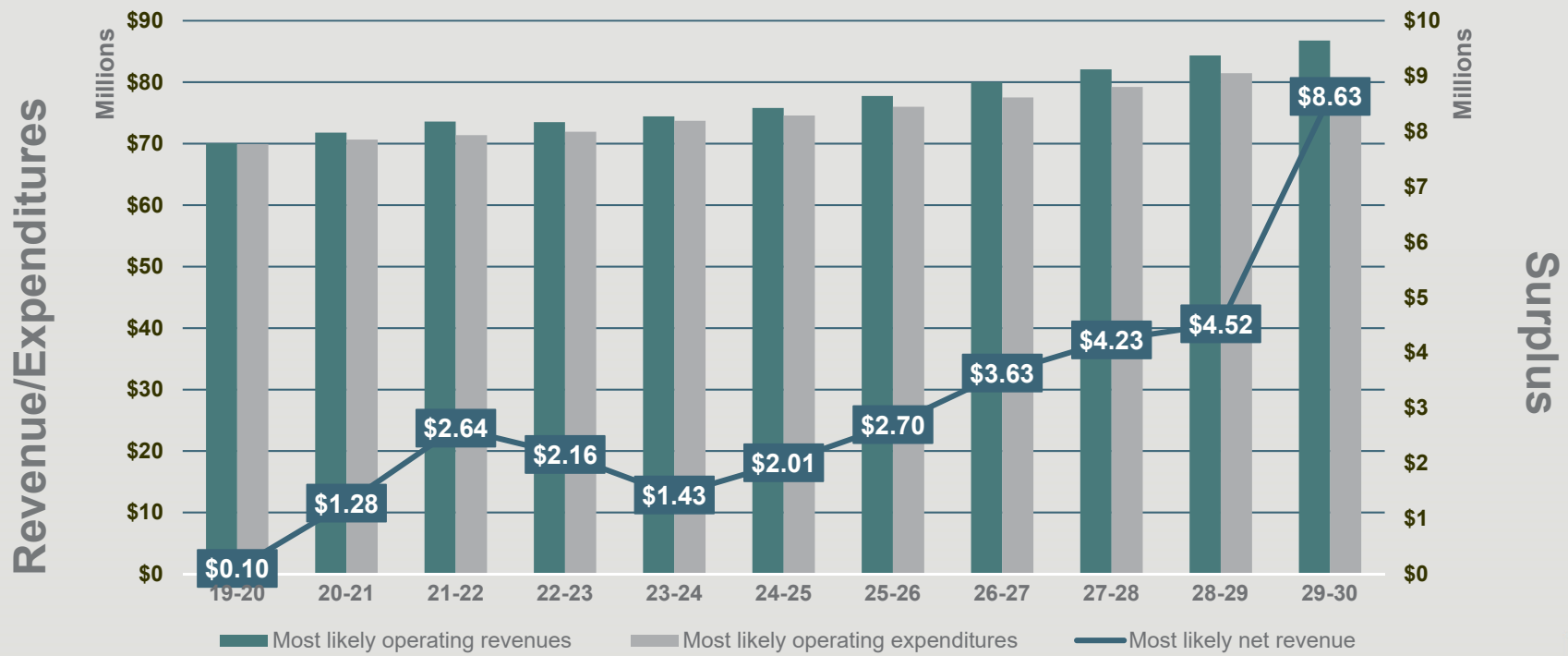
## 2019-20 AUTHORIZED FULL-TIME EQUIVALENT (FTE) PERSONNEL

Department	Regular FTEs	Provisional FTEs	Total FTEs
City Council & Attorney	6.00	--	6.00
City Manager's Office	10.00	--	10.00
Administrative Services	20.75	2.00	22.75
Community Development	31.00	--	31.00
Community Services	52.75	--	52.75
Library	18.25	--	18.25
Police	76.50	--	76.50
Public Works	69.00	0.50	69.50
<b>Total</b>	<b>284.25</b>	<b>2.50</b>	<b>286.75</b>





# GENERAL FUND 10-YEAR FORECAST

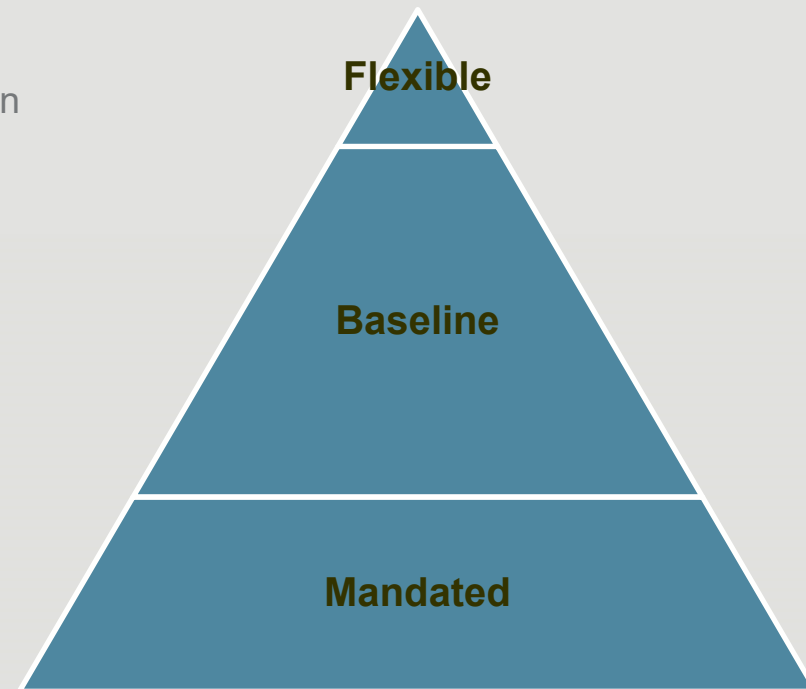




## HOW ARE STAFF RESOURCES ALLOCATED?



- **Mandated**
  - Federal, State law; potential risk for violation
  - Municipal Code; City Council discretion
- **Baseline**
  - Mission critical services
  - Day-to-day programs
- **Flexible**
  - Projects oriented
  - Not mission critical





# COMMUNITY DEVELOPMENT FUNCTIONAL AREAS



Ref #	Community Development	0	25	% of available hours								75	100	31.00
10	Planning	[Progress bar: 100% red, 10% yellow, 10% green]												13.90
11	Building - inspections	[Progress bar: 100% red, 10% yellow]												6.30
12	Building - plan checks	[Progress bar: 100% red, 10% yellow]												1.30
13	Building - permitting	[Progress bar: 100% red, 10% yellow]												6.30
14	Housing	[Progress bar: 25% red, 75% yellow, 10% green]												2.15
15	Economic development	[Progress bar: 10% yellow, 90% green]												1.05

January 7 vacancy rate = 17.7%



## COMMUNITY DEVELOPMENT FUNCTIONAL AREAS



Functional area	FTEs	Mandated	Baseline	Flexible
Planning	13.00	75%	20%	5%
Building – inspections	6.30	80%	20%	--
Building – plan checks	1.30	75%	25%	--
Building – permitting	6.30	90%	10%	--
Housing	2.15	25%	50%	25%
Economic development	1.05	--	35%	65%
<b>Total</b>	<b>31.00</b>			

January 7 vacancy rate = 17.7%



## PLANNING DIVISION



### Mandated activities

- Development review
- Building permit review
- Planning Commission meetings
- Housing Element/Update
- Code updates for compliance with State law
- Sign Permit review
- Special Events permit review
- PRAs

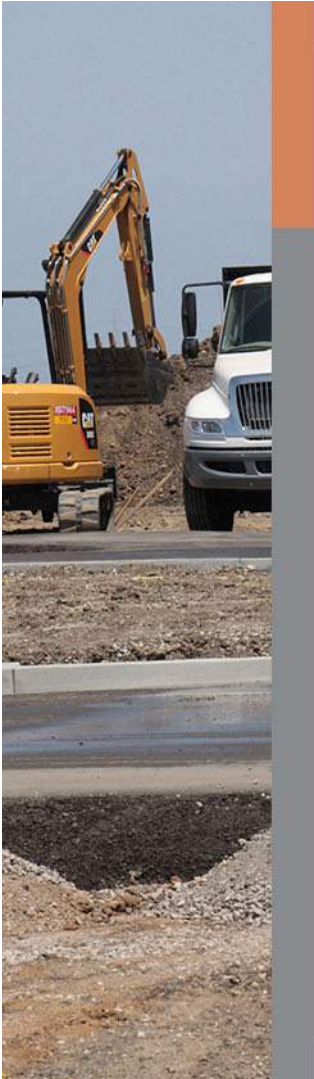
### Baseline activities

- Public information counter
- Handouts
- Website maintenance
- Zoning Compliance Letters
- Business license review
- Code enforcement assistance
- Development Review Team (DRT)/pre-application

### Flexible

- GIS/Data/Graphics
- Community events (e.g. Facebook festivals)
- Menlo Perk initiatives
- City teams (Communications Team, Branding Team, Employee Recognition)
- Specific Plan revisions
- General Plan revisions
- Professional development

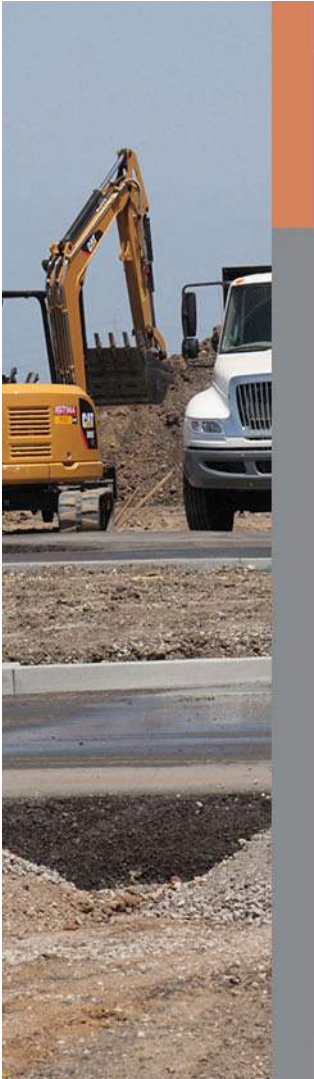




## 2020 COMMUNITY DEVELOPMENT PROJECTS

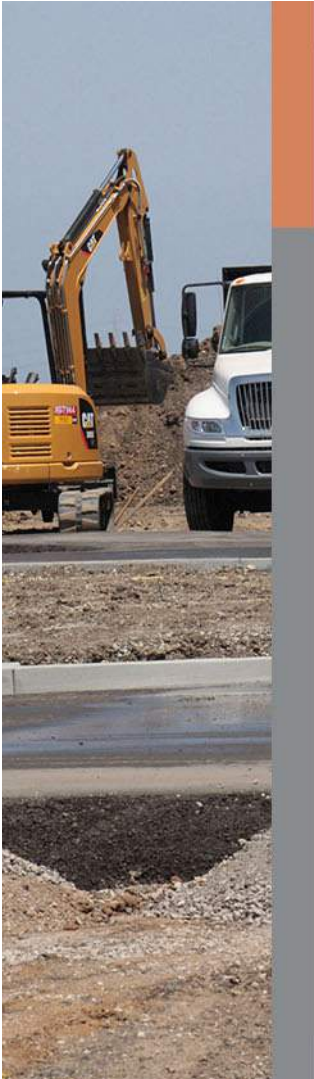


- Carryover projects
  - El Camino Real/ Downtown Specific Plan update
  - Single-family residential design review
  - Implementation of the new land management system
  - Zero waste ordinance implementation
  - Energy reach codes implementation
  - Heritage tree ordinance implementation
- New projects
  - Belle Haven Community Center and Library project support
  - ConnectMenlo community amenities list update
  - Secondary dwelling units ordinance update
  - 2022 Housing Element, zoning code update and related work



## CHALLENGES IN 2020

- Too many or unclear City Council priorities
- Lack of transparency in ad hoc requests submitted to staff
- Inconsistent expectations of advisory bodies
- Employee retention



## NEXT STEPS

- January 28
  - City Council acceptance of the BHCCL proposal
  - Staff report, published 1/23
- January 30
  - Goal-setting session
  - Staff report, published 1/23
- February 25
  - Adopt 2020 City Council priorities and work plan
  - Adopt 2020-21 budget principles



**THANK YOU**

Budget direction options					
Ref. #	Tier	Title	(Revenue)/ Expenditure (\$ millions)	FTE	Straw poll results
N/A	Resource	American Rescue Plan (ARP) Act funds	\$ -	0.00	0
N/A	Resource	Utility Users' Tax	-	0.00	0
N/A	Resource	Excess ERAF	-	0.00	0
N/A	Resource	Use of fund balance	-	0.00	0
1	1	Augmentation of contract-supported capacity in the building division	0.45	0.00	0
2	1	Improved turnaround time for plan check review and building permit issuance	0.38	3.00	0
3	1	Restoration of planning staffing levels	0.30	1.50	0
4	1	Heritage tree ordinance implementation and downtown maintenance team	0.63	5.00	0
5	1	Resume processing neighborhood traffic requests and improve use of mapping tools	0.16	1.00	0
6	1	Emergency preparedness collaboration with Menlo Park Fire Protection District	0.10	1.00	0
7	1	Resident and business services program	0.43	3.00	0
8	1	Sustainability staff capacity for climate action plan implementation	0.15	1.00	0
9	2	Community-oriented civilian public safety personnel	0.20	2.00	0
10	2	Enhanced police record-keeping, data collection, and quality assurance	0.10	1.00	0
11	2	Long-term traffic solutions to decrease the frequency and severity of collisions through traffic enforcement	0.31	2.00	0
12	2	Restoration of library and community services programs and services eliminated due to pandemic	0.75	7.00	0
13	3	Enterprise systems optimization	0.37	3.00	0
14	3	Financial management organizational resiliency	0.36	2.00	0
15	4	Budgeting for lower than anticipated investment returns by CalPERS	1.46	0.00	0
16	4	Gymnastics program delivery options	0.03	0.00	0
17	4	Restoration of holiday lighting at City parks	0.09	0.00	0
18	4	Restoration of Safe Routes to School services	0.05	0.00	0
<b>Net new resources</b>			\$ -		
<b>Net new requirements</b>			-	-	
<b>Total net impact</b>			\$ -	<b>0.00</b>	

Budget direction options						
Ref. #	Tier	Title	Description	(Revenue)/ Expenditure (\$ millions)	FTE	Straw poll results
N/A	Resource	American Rescue Plan (ARP) Act funds	American Rescue Plan (ARP) Act stimulus funds, available for use up to a maximum of \$6.53 million in fiscal year 2021-22. One-time money.	\$ -	0.00	0
N/A	Resource	Utility Users' Tax	Allow the temporary reduction in Utility Users' Tax (UUT) rates of 1 percent to lapse and return to the maximum of 2.5 percent or 3.5 percent depending on utility category.	-	0.00	0
N/A	Resource	Excess ERAF	Budget for 100 percent of anticipated excess Education Revenue Augmentation Fund (excess ERAF) funds.	-	0.00	0
N/A	Resource	Use of fund balance	Use accumulated fund balance in the General Fund. One-time money.	-	0.00	0
1	1	Augmentation of contract-supported capacity in the building division	The Building Division of the Community Development Department currently uses contract services to supplement the following services: plan check, permit technician, inspection, construction and demolition program, and arborist services. Contracted services are necessary to keep up with public demand and comply with building codes. The Building Division's contract services budget was cut due to budget reductions in fiscal year 2020-21 from \$1.4 million to \$955,000. The Building Division would like to reestablish the contract services budget. The goal of this action is to be able to fully fund contract services due to the significant increase in permit applications, issued permits and large development revision management. In 2021 and subsequent years, the Building Division anticipates additional contract service to be used for current and additional workload. In addition, contract services will be used to meet the upcoming staff leave needs that will create a significant gap in service delivery. These contract services are essential for the Building Division to keep up with public demand and comply with building codes. The requested adjustment calls for an increase of \$445,000 for a total of \$1.40 million in Contract Services for fiscal year 2021-22.	0.45	0.00	0
2	1	Improved turnaround time for plan check review and building permit issuance	<p>Since 2020, the building division of community development has experienced a substantial increase in the number of permit applications and issued permits. The number of large and complex projects has increased, despite the pandemic, and City staff anticipate demand for building division services will continue to grow in the next several years. In addition to increased demand, projects are more complex, requiring increased review and management of subsequent revisions. In addition, inspection requests have spiked for large projects. Revisions to issued permits for large-scale projects move extremely fast and involve fast reviews. The City currently has 12 large-scale active projects and five new large-scale projects in the queue for 2021 and a large volume of residential review. The department cannot meet service level goals and expectations with current staffing levels, and demand is only increasing. The city's new land management system, Accela, has allowed certain automation and data collection that streamline some requests; however, the system implementation continues requiring dedicated staff time to learn new processes and procedures. To meet the desire for faster turnaround times in the building division's services, the department requests the addition of three full-time equivalent personnel: 1.0 plan check engineer, 1.0 building inspector, and 1.0 permit technician. If approved, City staff anticipate a six to nine-month lag between City Council approval and measurable improvements in turnaround times.</p> <p>1.0 FTE plan check engineer - The department requests restoration of staff eliminated as part of the fiscal year 2020-21 adopted budget and has adversely impacted turnaround times for plan check reviews and building permit issuances. The department currently uses remote contract services to perform plan check reviews, which extend review times, ultimately extending permit issuance review times. The request provides sufficient staff to meet current and anticipated service demands successfully. The Building Division expects additional burden with both small and large-scale projects in 2021 and subsequent years. A Plan Check Engineer on staff would benefit the community with timely over-the-counter permit issuance and provide a needed resource for public questions related to the building process.</p> <p>1.0 FTE building inspector and 1.0 FTE permit technician - The building division's permit and inspection staffing levels are adequate for the number of permits applied and issued in 2019, but not the substantial increase in permits experienced over the past year. A significant increase in large-scale projects anticipated in the next several years will impact permit application workload and permit issuance until Accela implementation is complete. The department requests two FTE to assist with the land management system implementation and process improvements and anticipated increase in large project applications and subsequent building inspections.</p>	0.38	3.00	0
3	1	Restoration of planning staffing levels	The community development department requests the addition of 0.5 FTE at the principal planner level to return planning staffing levels consistent with the 2019-20 budget. The additional increment would help retain existing staff, provide flexibility in recruiting, and address the current and projected demand for development and building permit reviews. Planning staff is currently reviewing 9 projects with EIRs, and anticipates several additional large projects in this fiscal year, along with advancing the City Council's priorities of the Housing Element Update and updates to the ConnectMenlo community amenities.	0.30	1.50	0

Budget direction options						
Ref. #	Tier	Title	Description	(Revenue)/ Expenditure (\$ millions)	FTE	Straw poll results
4	1	Heritage tree ordinance implementation and downtown maintenance team	The public works department requests the addition of five (5.0) FTEs to provide management, administrative and technical support necessary to implement the July 2020 heritage tree ordinance and improve maintenance services in the downtown area. With respect to the heritage tree ordinance implementation, these positions would also allow improved customer service and response times to tree removal or pruning applications. The ordinance put new regulations in place in July 2020, which has created an increased demand to explain regulations and follow up with applicants with questions or concerns on the process. With respect to downtown maintenance, this request establishes a dedicated maintenance team to enhance services in the Downtown. Currently, a combination of streets, parks and trees maintenance staff support various efforts downtown, including sign installation and maintenance, curb and pavement painting, sidewalk cleaning, lighting, banner installation, and maintenance of the street closures. In order to support economic recovery efforts for downtown businesses and the street closure anticipated to be in place through January 2022, staff has identified the need for a dedicated presence of maintenance staff downtown. The staffing complement includes 1.0 FTE public works superintendent, 1.0 management analyst I/II, and 3.0 FTE maintenance workers I/II.	0.63	5.00	0
5	1	Resume processing neighborhood traffic requests and improve use of mapping tools	The public works department requests a 1.0 FTE Associate Transportation Engineer and administrative reclassifications of two authorized FTEs to restore currently suspended services including processing neighborhood traffic requests and better align the positions in the division to support current and anticipated workload as the region recovers from the pandemic, with an emphasis on more mapping and improved tools to communicate work efforts visually. The administrative reclassifications transition an authorized Engineering Technician to Geographic Information System (GIS) Analyst and the Traffic Demand Management Coordinator to a Transportation Planner.	0.16	1.00	0
6	1	Emergency preparedness collaboration with Menlo Park Fire Protection District	Expand the existing emergency preparedness relationship with Menlo Park Fire Protection District to provide subject matter expertise, training, and guidance on the City's existing emergency preparedness efforts. City staff will work with the Fire District to develop a scope of work and present a memorandum of understanding for emergency preparedness support services for City Council consideration if City Council includes the effort in the budget.	0.10	1.00	0
7	1	Resident and business services program	The city manager's office requests 3.0 FTEs to establish a neighborhood and business services program. The pandemic has highlighted the need for a point of contact for residents and businesses to assist with complex interagency services such as public health, homelessness, and economic development. Additionally, the City Manager is often called on to help residents seeking a quicker resolution to their service requests. Delays are, in part, the result of overburdened staff resulting from budget cuts, new processes and procedures resulting from technology upgrades or law changes, and individuals seeking to jump the line. The resident and business services program establishes a clearinghouse for incoming requests, concerns, and complaints with individuals familiar with city operations and services provided by other government and non-governmental agencies. The team will support staff in other departments with customer services, dispute de-escalation, and dispute resolution. The staffing complement includes 1.0 FTE economic development manager, 1.0 management analyst I/II, and 1.0 FTE administrative assistant.	0.43	3.00	0
8	1	Sustainability staff capacity for climate action plan implementation	With the adoption of the Climate Action Plan's implementation recommendations by City Council on April 27, the City Manager realigned staff assignments to provide sufficient resources to achieve milestones on CAP No. 1. Additional staff capacity is needed to support City Council direction on CAP No. 5 to eliminate the use of fossil fuels from municipal operations at equipment and machinery end-of-life unless infeasible, including city contractors. The added resource can assist with other CAP projects under the direction of the sustainability manager and provide support to other departments in their work on CAP implementation.	0.15	1.00	0
9	2	Community-oriented civilian public safety personnel	2.0 FTE community service officer - The police department requests the restoration of two full-time Community Service Officers (CSOs) assigned to patrol division that were eliminated in the fiscal year 2020-21 budget. The primary duties of CSOs are to provide in-person police services that do not require the presence of a sworn, armed police officer. This provides a more community-oriented and neutral police presence in situations where peacekeeping efforts or arrests are not required. Additionally, Menlo Park's CSOs have served as experts in Crime Prevention Through Environmental Design (CPTED) and complex evidence collection tasks such as digital evidence, DNA swabs and fingerprint dusting. CSOs are also important in community engagement opportunities such as National Night Out and assisting the department in processing of Online Police Reports (another strategy to maximize critical crime information through a manner that does not require sworn police response). CSOs provide an opportunity to stay engaged with the community in a manner that provides an expert presence in the field without the appearance of over-policing, while assisting the public safety mission and keeping sworn personnel available for any needed peacekeeping or urgent safety-related response.	0.20	2.00	0
10	2	Enhanced police record-keeping, data collection, and quality assurance	1.0 FTE police records specialist - The requested position reestablishes one full-time records position that was eliminated in the fiscal year 2020-21 budget. The addition adequately staffs the department to successfully meet the needs of the community while continuing to undertake the volume of business observed before the onset of the pandemic. Statewide, the movement of offense classifications from the Uniform Crime Reporting standard to the California Incident-Based Reporting System (CIBRS, in compliance with the National NIBRS) quadruples the number of individual offense classifications representing a significant labor impact. Additionally, enhanced police record-keeping for data collection and quality assurance will be required to the mandated Racial Identity Profiling Act (RIPA). The department has begun the steps needed to record and coordinate this new increased reportable information in anticipation of mandated reporting beginning in 2022. An immediate need is anticipated to cover for upcoming staff leave that will create a significant service gap, and ongoing needs related to enhanced public transparency in the future vision of department's community engagement commitment. This addition would also improve the department's response to public administrative and California Public Records Act (CPRA) requests.	0.10	1.00	0

Budget direction options						
Ref. #	Tier	Title	Description	(Revenue)/ Expenditure (\$ millions)	FTE	Straw poll results
11	2	Long-term traffic solutions to decrease the frequency and severity of collisions through traffic enforcement	2.0 FTE police officers - The department requests partial restoration of a dedicated traffic unit cut through the fiscal year 2020-21 budget process. A traffic unit's objective is to support long-term traffic solutions resulting in the education and increased safety of the traveling public. While traffic enforcement itself can be accomplished by any officer, specific attention to collision factors that impact our vulnerable community such as bicycle and pedestrian-related collisions require specific enforcement and education plans as well as dedicated collaboration with other city departments to address the comprehensive education, enforcement, and engineering dimensions required for improvement. The most recent published Office of Traffic Safety (OTS) data shows Menlo Park well below average safety compared to similar cities in bicycle and pedestrian collisions, speed-related collisions, fatal collisions, and hit-and-run collisions. The pre-pandemic traffic unit consisted of four employees including one sergeant, one corporal and two traffic officers. The team was eliminated in the fiscal year 2020-21 budget. The department would like to reestablish a condensed traffic unit by expanding patrol by two full-time employees, allowing two tenured officers to enter into a traffic specialty position. The goal of this personnel addition is to resume seeking out long-term traffic solutions that decrease the frequency and severity of collisions, address the needs of the community, including school zone enforcement, and support the safety of the traveling public. These officers will provide public education on bicycle and pedestrian safety, maintain a direct link to engineering staff, conduct specific enforcement related to high-risk collision factors, and partner with neighboring agencies to bring high-impact enforcement to the most impacted areas of the City.	0.31	2.00	0
12	2	Restoration of library and community services programs and services eliminated due to pandemic	<p>The recommended positions provides limited capacity to restore library and community services department programs and services eliminated due to the pandemic.</p> <p>1.0 FTE librarian I/II - This request will restore capacity to coordinate early childhood literacy services including story times; library book and media collection development for children; school partnerships and joint-use school/public library coordination (Belle Haven Branch); access to library services for children with special needs; and functional supervision and coordination of front line personnel and volunteers.</p> <p>1.0 FTE library and community services manager - City staff identified a need to bolster management and supervisory resources provided to the childcare program to properly resource the programs with dedicated site supervisors and an unrepresented management level employee to provide the support necessary to run a successful childcare operation serving over 140 children and youth. At their April 13 meeting, City Council authorized the creation of site supervisors, and City staff anticipates hiring those individuals in summer 2021. The site supervisors provide the leadership and program management at the site locations consistent with State licensing requirements. City Council deferred action on the management level position pending the budget. The management level position continues to be a need to support site supervisors, help to guide the program's toward their core mission, and explore opportunities, partnerships, and added resources that would benefit program participants. The library and community services manager is an unrepresented management position and elevates childcare in the city organization to reflect the priority City Council has placed on childcare.</p> <p>4.0 FTE program assistant - The requested staffing level restores personnel capacity to operate the nutrition/ meal program for older adults; City-run indoor youth and adult sports leagues; weekend and weekday evening recreation center programming; weekend and evening operating hours at Belle Haven Branch Library and Main Library; adaptive programming for children and older adults who have disabilities or other special needs; and related administrative and programmatic support tasks. Two 1.0 FTEs and four 0.50 FTEs.</p> <p>1.0 FTE senior program assistant - The senior program assistant restores team capacity to organize large-scale community events such as block parties and festivals; cultural, educational, literary, arts and entertainment programs; special event permits; Performing Arts Center and its grants; community engagement and outreach.</p>	0.75	7.00	0



Budget direction options						
Ref. #	Tier	Title	Description	(Revenue)/ Expenditure (\$ millions)	FTE	Straw poll results
13	3	Enterprise systems optimization	<p>The City's information technology division provides network and device access and support to all city employees. The increased reliance of new enterprise systems has struggled due to insufficient resourcing of dedicated staff in the nearly every area.</p> <p>2.0 FTE enterprise applications support specialist (land management and financials) - The City's implementation of the information technology master plan positioned the City well for greater reliance on technology to facilitate continuity of services during the pandemic. As staff migrates from legacy to new technologies, department-specific business systems require a unique skill set to manage the department's evolving needs. For example, recent policy and process changes such as the heritage tree ordinance, reach codes, and Climate Action Plan have all necessitated adaptations to the land management system. For these projects and more, a dedicated database administrator for the land management software will resource the needed database update or modifications. In administrative services, the migration to a new financial accounting, budgeting, and reporting system similarly require a dedicated resource to support the system's customers. Additionally, the enterprise application support specialists will focus on data integrity and report writing, and coordination with geographic information systems to optimize the utility of the new systems. Additionally, these positions will work with the information technology division to manage business systems' support contracts, upgrades, feature roll-outs, and security.</p> <p>1.0 FTE information technology specialist - The library and community services department lost its dedicated information technology support as a result of budget cuts impacting the department's capacity to support, deploy, configure, maintain, and operate essential technology systems including the library enterprise technology platform and automated materials handling system; recreation registration technology platform; public access computers and wifi, and videoconferencing for remote and hybrid community meetings and work.</p>	0.37	3.00	0
14	3	Financial management organizational resiliency	<p>The City's administrative services team is strong and has accomplished several major initiatives over the past two years. While strong, the team is vulnerable to loss of institutional knowledge resulting from attrition. The team lost 2.5 FTEs in the fiscal year 2020-21 budget.</p> <p>1.0 FTE finance and budget manager - The fiscal year 2020-21 budget eliminated the administrative services director position and reassigned duties to existing staff. The finance and budget manager upgraded to serve as assistant administrative services director, and the incumbent assumed oversight of the information technology and finance divisions. The dual role of the assistant administrative services director significantly reduced capacity for important projects such as mentoring and developing the finance team and taking the leadership and management initiative to standardize updated payroll, budgeting, and accounting processes implemented in recent years. In addition, the Finance and Budget Manager would provide the expertise to execute planned upgrades to City financial practices, including enhancements to the budget document and financial statements, additional reporting as requested by the City Council and community, and pursue further value-added process improvements.</p> <p>1.0 FTE management analyst II - The addition of 1.0 FTE Management Analyst II will restore a provisional position that expired on June 30, 2020 and help with supervision of payroll processing, treasury, and revenue management, including oversight of transient occupancy tax collections, cash receipts, and utility users' tax collections. In addition, the Management Analyst II will provide support to the Finance and Audit Committee as a liaison and support departments with budget-to-actual reporting.</p>	0.36	2.00	0
15	4	Budgeting for lower than anticipated investment returns by CalPERS	<p>During budget planning in the spring of 2021, the City Council directed the incorporation of a more conservative approach to full pension funding. In prior years, the City used an accelerated pension payment schedule to reduce the unfunded liability and therefore the amount of interest paid. For fiscal year 2021-22, the City Council directed staff to use an alternate method, assuming a discount rate lower than the California Public Employee Retirement System (CalPERS) assumption of 7.0 percent. Using a discount rate assumption of 6.5 percent would increase unfunded liability requirements by \$1,463,943 across all plans, while a discount rate of 6.0 percent would increase unfunded liability requirements by an additional \$1,488,146. An available resource for consideration is the Strategic Pension Funding reserve, currently estimated to be \$3.91 million at the start of fiscal year 2021-22.</p>	1.46	0.00	0
16	4	Gymnastics program delivery options	<p>Due to the infeasibility of safely delivering this service during the COVID-19 pandemic and economic downturn, City Council suspended the gymnastics program operations in the fiscal year 2020-21 operating budget. Direction from City Council is needed regarding the desired service delivery model for this program going forward. To support decision-making about the desired service delivery model and to provide City Council with up-to-date information and analysis for comparative purposes, staff recommends a process to seek qualifications and/or proposals from qualified third-party gymnastics operators. A budget of \$35,000 allows staff to backfill in-house staff or retain a consultant to issue the requests for qualifications/proposals, collect and analyze the information submitted, and formulate data-driven recommendations for City Council review by October 2021.</p>	0.03	0.00	0

Budget direction options						
Ref. #	Tier	Title	Description	(Revenue)/ Expenditure (\$ millions)	FTE	Straw poll results
17	4	Restoration of holiday lighting at City parks	Since 2013, the City has used a contractor to install holiday lights during the holiday season. The first installation was on the 80-foot Douglas fir tree in Fremont Park for the holiday tree lighting event. The scope of the event, in collaboration with the Menlo Park Chamber of Commerce, has expanded since 2013 to include carolers, a movie showing, an appearance by Santa Claus, and a reading of "A Christmas Carol." In 2014, the scope for holiday lighting expanded to include additional lights in Fremont Park. Since 2014, the scope has grown to include additional locations throughout the City, including downtown, the clock tower at the Caltrain station, trees at the corner of El Camino Real and Ravenswood Avenue, and two trees at the Onetta Harris Community Center. In 2019, the lighting scope was reduced to decrease the cost of the program, focusing lighting on Fremont Park, Onetta Harris Community Center, and the corner of El Camino Real and Ravenswood Avenue. In 2020, due to the pandemic, the budget for this service was further reduced to light only the tree at Fremont Park. This proposal would restore holiday lighting to the level in 2019, with a proposed budget of \$90,000.	0.09	0.00	0
18	4	Restoration of Safe Routes to School services	The Public Works department requests to restore safe routes to school activities suspended due to the pandemic including the consulting services budget for the Safe Routes to School program from the reduced amount of \$45,000 to \$90,000 per year. Tasks include continuation of advisory committee including representatives from various schools, community groups, adjacent cities and other stakeholders; preparing community engagement materials to promote the program; assisting with grant writing; planning safety demonstration and biking/walking themed events; developing an educational curriculum and other educational materials. Also restoring the bicycle safety program activities budget of \$10,000 for public engagement material. This enhancement totals \$55,000 in fiscal year 2021-22.	0.05	0.00	0
<b>Net new resources</b>				\$ -		
<b>Net new requirements</b>				-	-	
<b>Total net impact</b>				\$ -	<b>0.00</b>	

Ref. #	Title	Available resources		Straw poll results
		Maximum revenue (\$ millions)	Approved amount (\$ millions)	
N/A	American Rescue Plan (ARP) Act funds	\$ 8.30	\$ -	
N/A	Utility Users' Tax	3.00	-	
N/A	Excess ERAF	1.81	-	
N/A	Use of fund balance	32.78	-	
<b>N/A</b>	<b>Subtotal approved</b>		<b>\$ -</b>	

Service level enhancements - Tier 1				
Ref. #	Title	Cost (\$ millions)	FTE	Straw poll results
1	Augmentation of contract-supported capacity in the building division	\$ 0.45	0.00	
2	Improved turnaround time for plan check review and building permit issuance	0.38	3.00	
3	Restoration of planning staffing levels	0.30	1.50	
4	Heritage tree ordinance implementation and downtown maintenance team	0.63	5.00	
5	Resume processing neighborhood traffic requests and improve use of mapping tool	0.16	1.00	
6	Emergency preparedness collaboration with Menlo Park Fire Protection District	0.10	1.00	
7	Resident and business services program	0.43	3.00	
8	Sustainability staff capacity for climate action plan implementation	0.15	1.00	
N/A	Subtotal approved	\$ -	0.00	

Service level enhancements - Tier 2				
Ref. #	Title	Cost (\$ millions)	FTE	Straw poll results
9	Augmentation of contract-supported capacity in the building division	\$ 0.45	0.00	
10	Improved turnaround time for plan check review and building permit issuance	0.38	3.00	
11	Restoration of planning staffing levels	0.30	1.50	
12	Heritage tree ordinance implementation and downtown maintenance team	0.63	5.00	
N/A	Subtotal approved	\$ -	0.00	

Service level enhancements - Tier 3				
Ref. #	Title	Cost (\$ millions)	FTE	Straw poll results
13	Enterprise systems optimization	\$ 0.37	3.00	
14	Financial management organizational resiliency	0.36	2.00	
N/A	Subtotal approved	\$ -	0.00	

Service level enhancements - Tier 4				
Ref. #	Title	Cost (\$ millions)	FTE	Straw poll results
15	Budgeting for lower than anticipated investment returns by CalPERS	\$ 1.46	0.00	
16	Gymnastics program delivery options	0.03	0.00	
17	Restoration of holiday lighting at City parks	0.09	0.00	
18	Restoration of Safe Routes to School services	0.05	0.00	
N/A	Subtotal approved	\$ -	0.00	

Budget direction options						
Ref. #	Tier	Title	(Revenue)/ Expenditure (\$ millions)	FTE	Straw poll results	
N/A	Resource	American Rescue Plan (ARP) Act funds	\$ -	0.00	0	
N/A	Resource	Utility Users' Tax	-	0.00	0	
N/A	Resource	Excess ERAF	-	0.00	0	
N/A	Resource	Use of fund balance	-	0.00	0	
1	1	Augmentation of contract-supported capacity in the building division	0.45	0.00	Y	
2	1	Improved turnaround time for plan check review and building permit issuance	0.38	3.00	Y	
3	1	Restoration of planning staffing levels	0.30	1.50	Y	* change by staff
4	1	Heritage tree ordinance implementation and downtown maintenance team	0.63	5.00	Y	
5	1	Increase transportation capacity	0.16	1.00	Y	* change by Council
6	1	Emergency preparedness collaboration with Menlo Park Fire Protection District	0.10	1.00	N	
7	1	Economic development manager	0.25	1.00	Y	* change by Council
8	1	Sustainability staff capacity for climate action plan implementation	0.15	1.00	Y	* up to two FTEs
9	2	Community-oriented civilian public safety personnel	0.20	2.00	N	
10	2	Enhanced police record-keeping, data collection, and quality assurance	0.10	1.00	Y	
11	2	Long-term traffic solutions to decrease the frequency and severity of collisions through traffic enforcement	0.31	2.00	N	
12	2	Restoration of library and community services programs and services eliminated due to pandemic	0.60	6.00	Y	* remove LCS manager
13	3	Enterprise systems optimization	0.37	3.00	Y	
14	3	Financial management organizational resiliency	0.36	2.00	Y	
15	4	Budgeting for lower than anticipated investment returns by CalPERS	1.46	0.00	0	
16	4	Gymnastics program delivery options	0.03	0.00	0	* return with timeline for reactivation
17	4	Restoration of holiday lighting at City parks	0.09	0.00	Maybe	
18	4	Restoration of Safe Routes to School services	0.05	0.00	0	
Service level enhancements		Rental and mortgage assistance outreach	0.13	0.00	Y	
		Small business relief	0.13	0.00	Y	
		Eviction and incidental assistance	0.25	0.00	Y	
		Extension of eviction moratorium	-		0	
		Increased code enforcement coordination				
<b>Net new resources</b>			<b>\$ -</b>			
<b>Net new requirements</b>				<b>4.25</b>	<b>24.50</b>	
<b>Total net impact</b>			<b>\$ 4.25</b>	<b>24.50</b>		





# CONNECTMENLO COMMUNITY AMENITIES MODIFICATIONS

City Council– June 8, 2021





## RECOMMENDATION

- City Council to introduce and waive first reading of proposed Zoning Ordinance No. 1077 to amend the community amenities provision associated with bonus level development in the Office, Life Sciences and Residential Mixed Use zoning districts
- City Council to provide direction on preparing revised community amenities list and community amenity review procedures and regulations



## BACKGROUND

- General Plan Update adopted – November 2016
- City Council Ad Hoc Subcommittee – October 2020
- City Council study session – April 2021
- Planning Commission recommendation – May 2021



## PROPOSED COMMUNITY AMENITIES MODIFICATIONS



- Replace subsections (B) and (C) of sections 16.43.070, 16.44.070 and 16.45.070 of Title 16 (Zoning Ordinance)
  - In-Lieu Fee Payment Option
  - Development Agreement Option
- No changes to other Community Amenities provisions
- Introduce Ordinance No. 1077 amending the Zoning Ordinance associated with community amenities and bonus level development in the Office, Life Sciences and Residential Mixed Use zoning districts.



## REQUESTED DIRECTION

- Additional items related to community amenities:
  - Preparation of revised community amenities list
  - Preparation of community amenity review procedures and regulations
- Staff would return to the City Council at a future meeting for action



## NEXT STEPS

- City Council introduces ordinance – June 8
- City Council adopts ordinance – June 22 (tentative)
- Ordinance would become effective 30 days thereafter
- Staff would return to the Council at a future meeting date following direction on additional community amenity modifications



## RECOMMENDATION

- City Council to introduce and waive first reading of proposed Zoning Ordinance No. 1077 to amend the community amenities provision associated with bonus level development in the Office, Life Sciences and Residential Mixed Use zoning districts
- City Council to provide direction on preparing revised community amenities list and community amenity review procedures and regulations



**THANK YOU**