



**REGULAR MEETING MINUTES**

**Date:** 6/22/2021

**Time:** 5:00 p.m.

**Location:** Zoom

**Closed Session**

**A. Call To Order**

Mayor Combs called the meeting to order at 5:03 p.m.

**B. Roll Call**

Present: Combs, Mueller, Nash, Wolosin

Absent: Taylor

Staff: City Manager Starla Jerome-Robinson, City Attorney Nira F. Doherty, Public Works Director Nikki Nagaya, Assistant Public Works Director Chris Lamm

**C. Agenda Review**

The City Council pulled items K1., K3., K5., K6., and K7. for discussion.

City Councilmember Wolosin requested the addition of two agenda items:

- Extending the City's eviction moratorium
- Policy for advisory body meeting recordings

**D. Closed Session**

D1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Case number: 21-CIV-01717

**E. Adjournment**

Mayor Combs adjourned to the regular meeting at 5:42 p.m.

**Regular Session**

**F. Call To Order**

Mayor Combs called the meeting to order at 5:44 p.m.

**G. Roll Call**

Present: Combs, Mueller, Nash, Wolosin

Absent: Taylor

Staff: City Manager Starla Jerome-Robinson, City Attorney Nira F. Doherty, City Clerk Judi A. Herren

## **H. Report from Closed Session**

No reportable actions.

## **I. Presentations and Proclamations**

### **I1. Proclamation: Recognizing June 2021 as Pride Month (Attachment)**

Mayor Combs read the proclamation (Attachment).

Tanya Beat Director of the LGBTQ Commission, Commission on the Status of Women, County of San Mateo accepted the proclamation.

### **I2. Proclamation: Recognizing Juneteenth Day (Attachment)**

Mayor Combs read the proclamation (Attachment).

- Pamela Jones spoke in support of the proclamation.
- Julie Shanson spoke in support of displaying the flag for 150 days.

### **I3. Proclamation: Recognizing Menlo Park Fire Protection District Chief Harold Schapelhouman**

Mayor Combs read the proclamation (Attachment).

- Pamela Jones spoke in support of the proclamation.

### **I4. Presentation: Overview of SRI International's campus master plan (Parkline) (Presentation)**

Assistant Community Development Director Deanna Chow introduced the item.

SRI International (SRI) representatives John McIntire, Lane Partners representative Mark Murray, and Studios Enterprises representative Thomas Yee made the presentation (Attachment).

- Karen Grove spoke in support of fair housing.
- Julie Shanson spoke in support of affordable housing near services.
- Pamela Jones spoke in support of equity and housing near services.
- Adina Levin spoke in support of housing near services and for varying income levels.
- Phillip Barre spoke in support of increased community engagement.
- Rachel Horst spoke in support of the project and increased community engagement.
- Peter C. spoke in support of the project and requested clarification on global impacts.

The City Council received clarification on access points, application process and timeline, public engagement, changes to existing structures, and the Stanford relationship with SRI related to property tax impacts.

The City Council discussed impacts to the housing element.

## **J. Public Comment**

- Philip Barre spoke in support of the cutout in front of the Pine Street apartments and the need for increased traffic mitigations.

- Adina Levin spoke in support of an extended City eviction moratorium.
- Karen Grove spoke in support of an extended City eviction moratorium.

## **K. Consent Calendar**

The City Council pulled items K1., K3., K5., K6., and K7. for discussion.

- K1. Accept the City Council meeting minutes for May 11, 18, 25, June 2 and 8, 2021 (Attachment)

The City Council directed staff to update the May 25, 2021 minutes, item N2., to include “requested” in the following sentence “The City Council requested information on MPPD presence in East Palo Alto and received clarification on the two proposed resolutions”.

- K2. Adopt Resolution No. 6640 of intention to abandon public utility easements within the properties at 115 Independence Drive, 104 Constitution Drive, and 110 Constitution Drive (Menlo Portal) associated with the proposed redevelopment of the project site (Staff Report #21-129-CC)
- K3. Waive the second reading and adopt 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 (Staff Report #21-130-CC)

Mayor Combs was recused due to Facebook being his employer and exited the meeting.

**ACTION:** Motion and second (Wolosin/ Nash) to waive the second reading and adopt 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, passed 3-1-1 (Combs recused and Taylor absent)

Mayor Combs rejoined the meeting.

- K4. Adopt Resolution No. 6641 authorizing the city manager to rescind the portions of Emergency Order No. 2 related to the Main Library, Belle Haven Branch Library, Arrillaga Family Recreation Center, and Police Department Lobby (Staff Report #21-131-CC)

- K5. Waive second reading and adopt fireworks Ordinance No. 1076 (Staff Report #21-132-CC)

The City Council received clarification on recent police department calls and reports related to fireworks.

- K6. Award a construction contract to Interstate Grading and Paving, Inc. and appropriate additional project funding for the 2021 Willow Road resurfacing project (Staff Report #21-133-CC)

- K7. Adopt Resolution No. 6642 approving the application for fiscal year 2021-22 Cannabis Tax Fund Grant Program grant funds in the amount of \$376,662.02 (Staff Report #21-134-CC)

- N. Maraayah Roberts spoke in opposition of police department funding and in support of funding

communities in need.

- Jason Ollarvia spoke in support on using the grant funds for serving and protecting the community through law enforcement reform.
- Philip Barre spoke in support of the grant funding outside of just traffic.
- Karen Grove spoke on concerns of racial profiling, utilizing funds for reimagining public safety, and in support of accepting the grant funds.

The City Council discussed community engagement related to police department funding, traffic unit(s), and 2020-21 budget cuts to the police department.

The City Council received clarification on what this grant funds, relationship to cannabis funding and traffic enforcement, racial profiling and targeting, using funds on education to public, impacts to the budget when receiving or denying the grant, and how funding is allocated to increase education funding.

The City Council provided direction to staff to increase funding for education and prevention and less on enforcement.

**ACTION:** Motion and second (Wolosin/ Mueller) to adopt Resolution No. 6642 approving the application for fiscal year 2021-22 Cannabis Tax Fund Grant Program grant funds in the amount of \$376,662.02 prioritizing education and prevention, passed 4-1 (Taylor absent).

**ACTION:** Motion and second (Nash/ Combs) to approve the consent calendar except item K3. and K7. and with edits to K1., passed 4-1 (Taylor absent).

## **L. Public Hearing**

- L1. Adopt Resolution No. 6639 overruling protests, ordering the improvements, confirming the diagram and ordering the levy and collection of assessments for Landscaping Assessment District for fiscal year 2021-22 (Staff Report #21-127-CC) (Presentation)

Assistant Civil Engineer Esther Jung made the presentation (Attachment).

- Pamela Jones requested clarification on the determination of tree costs in areas with less landscape and requested clarification on how tax is levied.
- N. Maraayah Roberts spoke on concerns for budgeting for this project and in support of increased budget for equity and battling racism.

The City Council received clarification on how the tax is levied, the original property tax measure, costs to residents to maintain trees, fees, and how residents can review and argue their street tree assessment.

The City Council discussed increasing the number of trees in the Belle Haven neighborhood and the benefits of increased tree canopy.

**ACTION:** Motion and second (Mueller/ Nash) to adopt Resolution No. 6639 overruling protests, ordering the improvements, confirming the diagram and ordering the levy and collection of assessments for Landscaping Assessment District for fiscal year 2021-22, passed 4-1 (Taylor absent).

The City Council took a brief recess at 8:27 p.m.

The City Council reconvened at 8:55 p.m.

## **M. Regular Business**

- M1. Approve resolutions: adopting the fiscal year 2021–22 budget and capital improvement plan and appropriating funds; establishing the appropriations limit for fiscal year 2021–22; establishing a consecutive temporary tax percentage reduction in the utility users' tax rates through September 30, 2022; establishing the salary schedule effective June 20, 2021; and establishing citywide salary schedule effective July 4, 2021 (Staff Report #21-125-CC) (Presentation)

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

Assistant Administrative Services Director Dan Jacobson made the presentation (Attachment).

- Michal Bortnik spoke in support of budgeting for rental assistance and extension of the City eviction moratorium.
- N. Maraayah Roberts spoke on concerns related to City Council responses to public comment.
- Adina Levin spoke in support of the capital improvement project (CIP) budget.
- Rachel Horst spoke in support for an extension of the City eviction moratorium.
- Jason Ollarvia spoke in support of focusing on the needs of the community and increased action on the housing element.
- Karen Grove spoke in support on funding housing and an extension of the City eviction moratorium.
- Josie Gaillard spoke in support of increased funding for climate action.
- Pamela Jones spoke in support of bringing the bottom tier of wages to living wages.
- Diane Honda spoke in support of accelerating the reopening of gymnastics.

The City Council received clarification on additional full-time equivalents (FTEs) for sustainability (totaling two), dollar amount associated with City Council direction on June 8, 2021, and revisiting the utility user tax (UUT).

The City Council discussed including 100 percent of educational revenue augmentation fund (ERAF) in the 2021-22 budget, decreasing public work FTEs from five to four, transportation capacity dedicated to CIP, the impact of additional payments to CalPERS, gymnastic facility reactivation, holiday lights, retaining the safe routes to school program, impacts to staff and hiring, and the Downtown street closure.

The City Council continued this item to a special meeting on June 28, 2021.

- M2. Adopt Resolution No. 6638 authorizing extension of the solid waste and water rate assistance program to June 30, 2022, to provide financial relief on residents' solid waste and water bills (Staff Report #21-135-CC)

Management Analyst I Joanna Chen introduced the item.

- N. Maraayah Roberts spoke on concerns related to City Council responses and the need for Menlo Park to help oppressed residents.
- Jason Ollarvia spoke in support of refocusing on City business that is under discussion and the needs of constituents.

The City Council directed staff to return item if it runs over 20 percent of budget.

**ACTION:** Motion and second (Wolosin/ Combs) to adopt Resolution No. 6638 authorizing extension of the solid waste and water rate assistance program to June 30, 2022, to provide financial relief on residents' solid waste and water bills, passed 4-1 (Taylor absent).

M3. Adopt Resolution No. 6643 accepting fiscal year 2021-22 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the amount of \$100,000; and approve a spending plan (Staff Report #21-136-CC)

The City Council continued this item to a special meeting on June 28, 2021.

## **N. Informational Items**

N1. City Council agenda topics: July – August 2021 (Staff Report #21-126-CC)

- N. Maraayah Roberts spoke on concerns of representatives of the residents of the City and the demeanor of the City Council.

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

City Manager Starla Jerome-Robinson reported out on the special June 28 and 29, 2021 meetings, and July 13, 2021 meeting rescheduled to July 20, 2021. City Manager Starla Jerome-Robinson also reported out on the upcoming housing element webinar on July 1, 2021 at 6 p.m.

## **P. City Councilmember Reports**

P1. Appoint a representative to the Bay Area Water Supply & Conservation Agency and the Bay Area Regional Water System Financing Authority (Staff Report #21-128-CC)

City Clerk Judi Herren introduced the item.

City Councilmember Mueller described the duties.

The City Council continued this item to a special meeting on June 28, 2021.

City Councilmember Wolosin requested the addition of a video policy for advisory body meetings. The City Council discussed impacts when in-person meetings restart. The City Council requested this be brought back as an information item for further discussion.

City Councilmember Wolosin requested the addition of an item for an extension on the eviction moratorium. The City Council received clarification on the eviction process and ordinance adoption timeline.

## **Q. Adjournment**

Mayor Combs adjourned the meeting at 11:14 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of July 20, 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/publiccommentJune22](https://menlopark.org/publiccommentJune22) \*
  - Access the meeting real-time online at:  
Zoom.us/join – Meeting ID 998 8073 4930
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 998 8073 4930  
Press \*9 to raise hand to speak

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

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



PARKLINE





*STUDIOS*



PARKLINE

# Regional context



# Vision



## Housing

A minimum of 400 housing units, including a mix of affordable and market rate rental housing.



## Park & Open Space

Over 28 acres of landscaped publicly accessible open space to create a park-like atmosphere for the community, including a running trail and outdoor fitness amenities.



## Links to Transit

A system of bike and pedestrian pathways intended to create a safer and more direct East-West linkage through Menlo Park.

# Vision



## Sustainable Office Space

6 highly sustainable office/R&D buildings, to replace nearly 1.1 million s.f. of outdated and inefficient commercial buildings, with no increase in commercial space.



## Safer Routes

Safer routes to schools by enhancing accessibility and completing connections to existing infrastructure, including the crossing at Middle Avenue and the overpass at Ringwood Avenue.



## Public Space

Spaces to gather for activities, with community-oriented retail such as a juice bar and bike repair station.

# Community Outreach

- **Community meetings at 333 Ravenswood**

Thursday, July 15      6:00pm – 7:30pm

Saturday, July 24      11:00am – 1:00pm

Wednesday, July 28    6:00pm – 7:30pm

- **Office hours – by appointment**

Thursdays, 12:00pm – 1:00pm

- **Website**

[www.MenloParkline.com](http://www.MenloParkline.com)

- **Social media**

@MenloParkline





# LANDSCAPE ASSESSMENT DISTRICT

Public Hearing

ARRIENGA FAMILY  
GYMNASIUM



## LANDSCAPE ASSESSMENT DISTRICT

- Funds collected are used for maintenance of
  - City street trees
  - sidewalks damaged due to City street trees
  - street sweeping
- District established in 1983 and updated in 1990
- Engineer's Report proposes
  - 3% increase for Tree maintenance (\$2.51 per Single Family Equivalent)
  - 3% increase for Sidewalk maintenance (\$1.34 per Single Family Equivalent)
- Annual action required by City to continue collection of assessments



## PROCESS

3 Steps	Date
City Council initiated the LAD proceedings and adopted a resolution describing the improvements and directing preparation of the engineer's report	January 26, 2021
City Council adopted 1) a resolution giving preliminary approval of the engineer's report and 2) a resolution of intent to order the levy and collection of assessments	June 8, 2021
City Council holds a public hearing to consider resolution overruling protests and ordering the levy and collection of assessments	June 22, 2021





**THANK YOU**

## Agenda item M1 Werner Zurcher

I understand that the Arrillaga gym reopening plan has 4 phases, with gym rental starting only in Phase 4, which right now is slated to start in December 2021. That's over 5 months from now. Such a decision was understandable when COVID vaccinations had not started in earnest for people under 65 back in March or April. I believe it should be reconsidered.

As things stand right now, Menlo Park and San Mateo County residents over 12 years old are over 85% vaccinated. Santa Clara County residents over 12 years old are over 80% vaccinated. These are well above the COVID herd immunity levels, and therefore county COVID cases are dropping quickly. Vaccinated individuals are not spreading the virus, and rarely even show symptoms if they are among the few infected.

Yet some COVID closings, like Arrillaga gym access and use for groups of residents, are scheduled to linger for almost 6 months more. This is likely not necessary from a COVID illness perspective.

A continued lack of access to the gym would not be beneficial to Menlo Park resident's health, either. Physical activity is believed to be very helpful in reducing the effects of stress and improving well-being. Therefore, enabling activities in the gym, including group rentals, would be beneficial for town and county residents. .

Although the Arrillaga gym is scheduled to open in September, there are currently not many early morning or afternoon adult activities scheduled there. Adult basketball has been scheduled in the past only as part of very competitive leagues (meeting at 7 pm) and over lunch hours on three workdays. Many people like myself cannot participate at the times that adult sports activities are scheduled.

Therefore, please strongly consider re-opening the Arrillaga gym to rental groups before December. Otherwise, please significantly expand the times that adult sports activities are offered at Arrillaga gym, like basketball, that are open to the community until rentals are allowed to resume.

Thank you for your consideration, support for, and approval of such changes.

## Agenda item M1

Diane Honda, resident

I am writing to ask the Council to reopen up the Menlo Park Gymnastics programs as soon as possible. The Menlo Park Gymnastics program has provided the opportunity for gymnasts of all ages and abilities to participate in both recreational and competitive programs. It has created a community among the participants and parents, bringing people together. It has also offered teenaged gymnasts the opportunity to work part-time, giving back to the program and learning valuable life skills.

It is important to note that other gyms in the area are already open and the City can leverage their protocols to create a healthy, safe and fun environment for everyone involved. By doing this, the City can keep the costs of reopening low and expedite the process.

Thank you for your consideration and for all you are doing for Menlo Park.

Agenda item M1  
Phillip Bahr, resident

To Whom This Concerns:

1. Please clarify if the community outreach for re-imagining (re-tooling) for police department - public safety is included in the budget. I'd be interested in participating with the outreach group.
2. The budget for the police department seems low. Difficult for me to objectively say is it right sized. Instinctively, with the new buildings that were completed during the last year and additional buildings that will be completed this next fiscal year (fyi-facebook area, Stanford projects and housing projects (Elan Menlo Park, Anton Menlo and Springline). Add to this, the daily population of people resuming outside activities, office/workers/students are increasing weekly. All of these factors will require additional police support.

Public Safety is your most important responsibility as the City Council. I want to feel safe here. Over the last two weeks (actually this year) I feel less safe. The additional crime/thefts and fireworks nightly (potential to cause property fires) have me personally concerned. NextDoor is abuzz with public discourse on public safety.

The negative public opinions of police (by some) is not good for anyone and has brought police morale to a low. I support our police and community.

Please revisit the funding for the police department and fund the police community outreach for this new fiscal year.

Kind Regards, Phil B



# FISCAL YEAR 2021-22 BUDGET ADOPTION

June 22, 2021

ARRIENGA FAMILY  
GYMNASIUM



# AGENDA

- Summary of budget changes
- Enabling resolutions
- Final City Council direction and adoption





## REQUESTED DIRECTION

- Provide any additional direction for changes to proposed budget
- Adopt resolutions:
  - No. 6633 adopting the fiscal year 2021-22 budget and capital improvement plan and appropriating funds
  - No. 6634 establishing the appropriations limit
  - No. 6635 establishing a consecutive temporary tax percentage reduction in UUT rates through September 30, 2022
  - No. 6636 establishing the salary schedule effective June 20, 2021
  - No. 6637 establishing the salary schedule effective July 4, 2021

A photograph of a white, stucco tower with a tiled roof and arched openings, set against a blue sky and green trees. A teal banner is overlaid across the center of the image.

# SUMMARY OF CHANGES





## PROPOSED FISCAL YEAR 2021-22 BUDGET

- **Balanced General Fund budget**
  - \$61.49 million revenues and resources
  - \$61.49 million expenditures and requirements
  - \$0 surplus/(deficit)
  - Includes transfer from American Rescue Plan Act Fund of \$2.91 million



## TIER 1 ENHANCEMENTS

- 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	Increase capacity for transportation capital projects and improve use of mapping tools	0.16	1.00
7	Economic development management	0.25	1.00
8	Sustainability staff capacity for climate action plan implementation	0.15	1.00



## CITY COUNCIL ADDITIONS

- Directed by City Council during public hearing

Ref. #	Service Level Enhancement	Cost (\$ millions)	FTE
CC1	Rental and mortgage assistance outreach	0.125	0.00
CC2	Eviction and incidental assistance	0.125	0.00
CC3	Small business relief	0.250	0.00



## TIER 2 OPTIONS

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

Ref. #	Service Level Enhancement	Cost (\$ millions)	FTE
10	Enhanced police record-keeping, data collection, and quality assurance	0.10	1.00
12	Restoration of library and community services programs and services eliminated due to pandemic	0.60	6.00



## 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



## PENDING OPTIONS

- Service level enhancements proposed but requiring additional direction

Ref. #	Service Level Enhancement	Cost (\$ millions)	FTE
16	Gymnastics program delivery options	Unknown	Unknown
17	Restoration of holiday lighting at City parks	0.09	0.00



## REVENUE CONSIDERATIONS

- Resource options
  - ARP funds up to full \$8.30 million allowable
  - Excess ERAF assumption, up to \$1.81 million available with 100 percent assumption
  - Utility users' tax temporary rate lapse, up to \$3.0 million available at maximum rate
- Proposed budget includes transfer from American Rescue Plan Act Fund to General Fund of \$2.91 million
- Additional City Council-directed changes to the budget require accompanying resource



# ENABLING RESOLUTIONS







## RESOLUTION NO. 6633

- Adopts the fiscal year 2021-22 budget and capital improvement plan and appropriates funds
- Authorizes changes directed during adoption and clerical clean-up
- Authorizes payments up to budgeted amounts for:
  - Debt service on currently-issued debt
  - Utilities
  - Employee benefits
  - Inter-governmental agreements
  - City Attorney fees
  - IT ISF hardware and software subscription services



## RESOLUTION NO. 6634

- Establishes the appropriations limit at \$71.23 million
- Meets California Government Code requirements
- Appropriations limit calculations
  - Prior year limit, \$67.93 million, plus population and inflation adjustment
  - Proceeds of taxes subject to limit total \$49.44 million
  - Results in appropriations \$21.79 million below limit
- Amounts may be adjusted depending on direction received during adoption



## RESOLUTION NO. 6635

- Establishes a consecutive utility users' tax temporary reduction
- 12-month maximum reduction length
- Rate set to 1 percent for all categories, lowered from 2.5-3.5 percent in Menlo Park Municipal Code
- Previous temporary reduction expires on September 31, 2021 if not adopted



## RESOLUTION NOS. 6636 AND 6637

- Sets the schedule for pay for all regular classifications
- Resolution No. 6636 – effective date June 20, 2021
  - Implements previously agreed-upon COLA deferred due to effects of pandemic
  - Effective date based on agreements between City and SEIU, AFSCME, and unrepresented confidential employees
- Resolution No. 6637 – effective date July 4, 2021
  - Implements previously agreed-upon differential increase for police sergeants
  - Adds Planning Manager classification, unrepresented division manager position



## REQUESTED DIRECTION

- Provide any additional direction for changes to proposed budget
- Adopt resolutions:
  - No. 6633 adopting the fiscal year 2021-22 budget and capital improvement plan and appropriating funds
  - No. 6634 establishing the appropriations limit
  - No. 6635 establishing a consecutive temporary tax percentage reduction in UUT rates through September 30, 2022
  - No. 6636 establishing the salary schedule effective June 20, 2021
  - No. 6637 establishing the salary schedule effective July 4, 2021



**THANK YOU**





## AMERICAN RESCUE PLAN ACT FUNDS

- Stimulus money budgeted in newly-created special revenue fund, American Rescue Plan Act Fund
- Estimated \$8.30 million total Federal stimulus, disbursed in fiscal years 2021-22 and 2022-23
- \$2.91 million budgeted as transfer to General Fund
  - Revenue backfill model allows agencies to use stimulus funds to replace lost revenues
  - Maximum amount, \$11.07 million, exceeds ARP allocation





## 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

- Changes to budgeting/accounting
  - One-time Revenue Fund
  - American Rescue Plan Act Fund (\$4.15 million revenue, \$2.91 million expenditures)
  - Bayfront Mitigation Fund (no expenditures)
  - New special revenue funds for grant activities
  - Transparency on pension components
  - Reintroduction of vacancy factor



## 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 ADOPTEB BUDGET



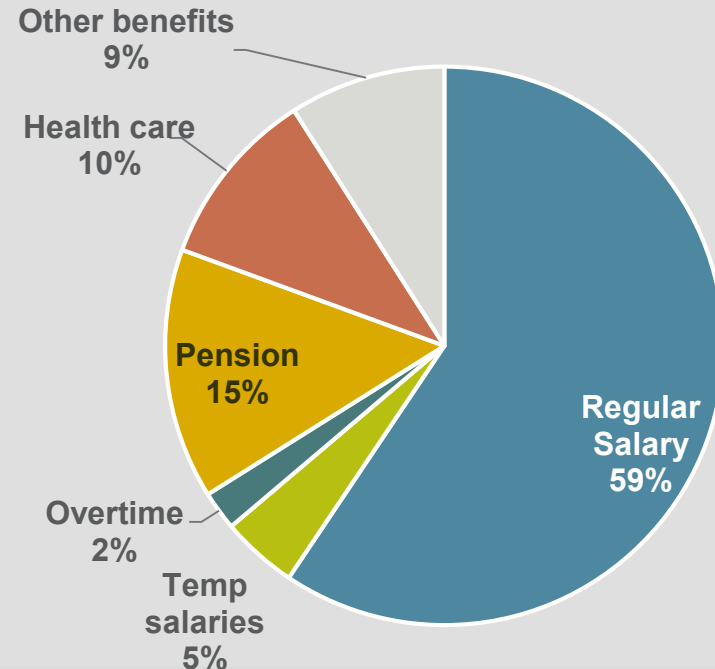
### ■ Staffing

- 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**

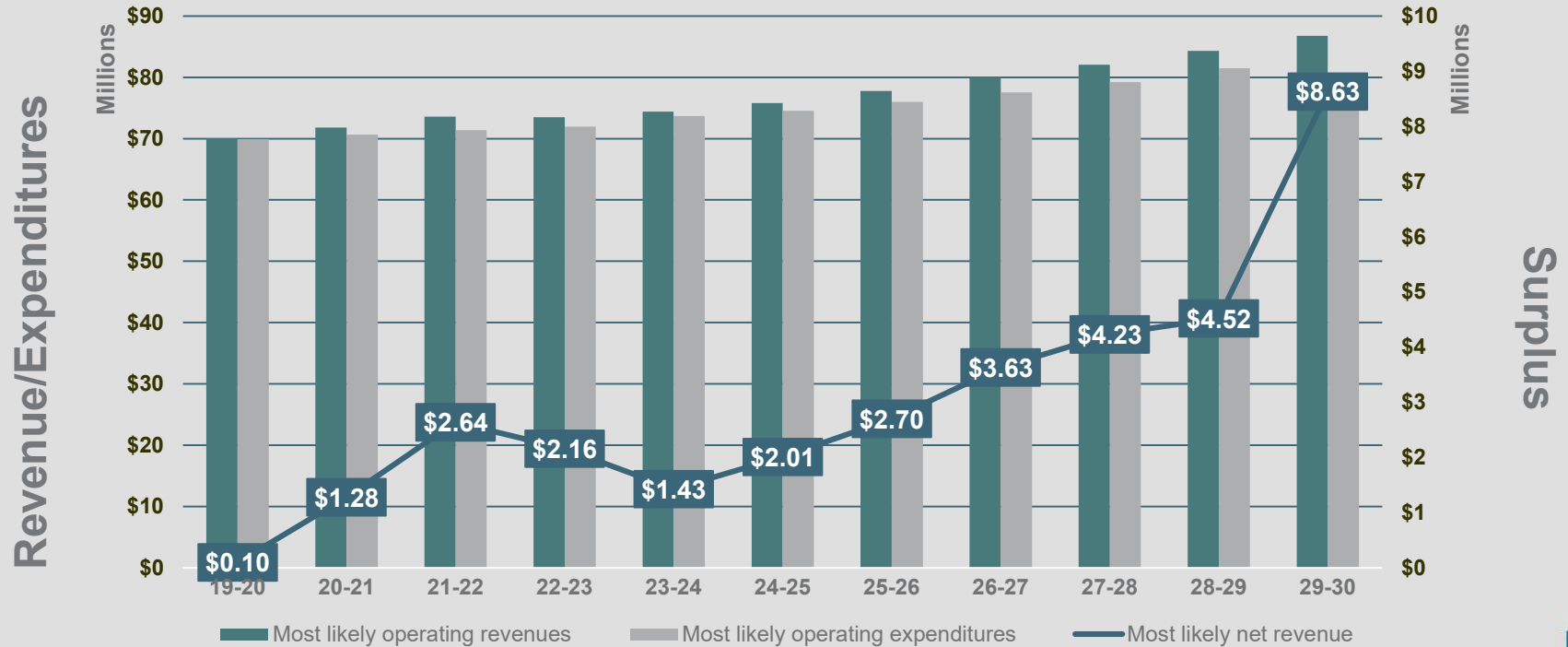


## 2019-20 AUTHORIZED FULL-TIME EQUIVALENT (FTE) PERSONNEL

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

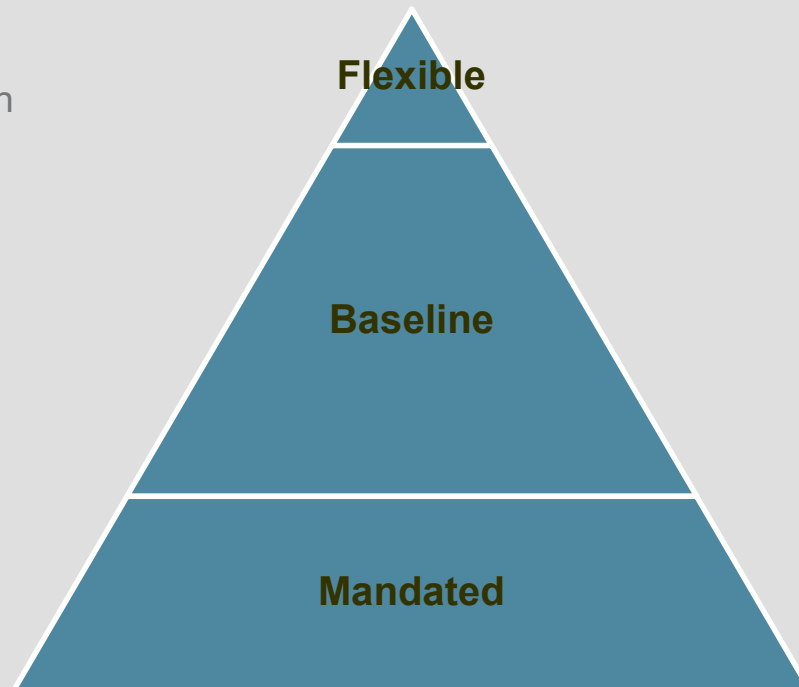






# HOW ARE STAFF RESOURCES ALLOCATED?

- **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	% of available hours												31.00		
		0	25	75	100											
10	Planning	[Bar chart showing 13.90 hours: 13.90 red, 0 yellow, 0 green]												13.90		
11	Building - inspections	[Bar chart showing 6.30 hours: 6.30 red, 0 yellow, 0 green]												6.30		
12	Building - plan checks	[Bar chart showing 1.30 hours: 1.30 red, 0 yellow, 0 green]												1.30		
13	Building - permitting	[Bar chart showing 6.30 hours: 5.00 red, 1.30 yellow, 0 green]												6.30		
14	Housing	[Bar chart showing 2.15 hours: 2.15 red, 0 yellow, 0 green]												2.15		
15	Economic development	[Bar chart showing 1.05 hours: 0 red, 1.05 yellow, 0 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%
Total	31.00			

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**