



SPECIAL AND REGULAR MEETING MINUTES

Date: 6/14/2022
Time: 3:30 p.m.
Location: Zoom

A. Call To Order

Mayor Nash called the meeting to order at 3:38 p.m.

B. Roll Call

Present: Combs, Mueller (exited meeting at 6:26 p.m. and re-entered the meeting at 6:37 p.m.), Nash, Taylor, Wolosin
Absent: None
Staff: Interim City Manager Justin I.C. Murphy, City Attorney Nira F. Doherty, City Clerk Judi A. Herren

C. Agenda Review

None.

D. Closed Session

D1. Closed Session pursuant to Government Code 54957(b)(1): Public Employment Evaluation
Title: City Attorney

- Drew Combs spoke in favor of increased transparency on this item and in opposition of it being on the closed session agenda.

D2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: David Fogel et al. v. City of Menlo Park, Case No. 21-CIV-06674

6:00 p.m. Regular Session

Mayor Nash reconvened the meeting at 6:32 p.m.

E. Report from Closed Session

No reportable actions.

F. Presentations and Proclamations

F1. Proclamation: Recognizing Juneteenth Day (Attachment)

Mayor Nash read the proclamation (Attachment).

The City Council discussed displaying the Juneteenth flag year-round.

City Councilmember Mueller arrived at 6:37 p.m.

F2. Proclamation: Recognizing June 2022 as Pride Month (Attachment)

Mayor Nash read the proclamation (Attachment).

LGBTQ Commission Co-Chair Dana Johnson accepted the proclamation.

G. Public Comment

- Cheryl Schaff spoke on the Climate Team's findings following their Earth Day festival.
- Katie Behroozi spoke on the Chamber of Commerce's business alliance meeting and concerns on the lack of bicycle parking at the Guild Theater.

H. Consent Calendar

H1. Accept the City Council meeting minutes for May 17 and 24, 2022 (Attachment)

H2. Adopt a resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings (Staff Report #22-111-CC)

H3. Adopt a resolution modifying the City Council's regular meeting schedule to replace November 8, 2022 with November 1, 2022 (Staff Report #22-109-CC)

H4. Adopt a resolution calling and giving notice of holding a General Municipal Election for three City Council seats in districts 1, 2 and 4, requesting that the City Council consolidate the election with the Statewide General Election to be held November 8, 2022, and contracting with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder for election services (Staff Report #22-110-CC)

H5. Adopt a resolution authorizing the city manager to execute an agreement with Bigbreak, LLC (Chefables) in an amount not to exceed \$100,000 to continue the delivery of food services at the Belle Haven Child Development Center during fiscal year 2022-23 (Staff Report #22-112-CC)

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

I. Public Hearing

I1. Public hearing on proposed fiscal year 2022-23 budget and capital improvement plan (Staff Report #22-113-CC)

Interim Finance Director Marvin Davis, Administrative Services Director Mary Morris-Mayorga and Public Works Director Nikki Nagaya made the presentation (Attachment).

Mayor Nash opened the public hearing.

- Adina Levin requested clarification on how programs identified in the housing element would be funded in the proposed or future budgets and the status of the Caltrain grade separation project and in support of traffic safety projects.
- Lynne Bramlett spoke on concerns that the spending needs to be for City Council goals and

priorities, services being removed, need for staff program reviews, increasing staff, increased American Rescue Plan (ARPA) funds, and requested a high-level budget document.

- Pam Jones spoke on concerns related to the use of term “Facebook Beat 4” and requested clarification on Las Pulgas funds, remaining debt, and Excess Educational Revenue Augmentation Fund (ERAF).

Mayor Nash closed the public hearing.

The City Council received clarification on how programs in the housing, environmental justice and safety element programs would be funded in the proposed or future budgets, Caltrain grade separation status, and confirmation that funding from the Meta (formerly Facebook) development agreements is separated into the Bayfront Mitigation fund and is not funding police operations.

The City Council discussed

- 1) Service level enhancements (Attachment)
 - City Manager’s Office (CMO) – graphic designer position and contract option – bolstering public engagement services
 - CMO – management analyst I/II – current and proposed size of the sustainability division – comparison cities with similar departments – use of contract services in-lieu of full-time equivalent (FTE) or as supplemental
 - Police Department (PD) – community service officers – explanation for the need and restoration of the positions
 - PD – emergency preparedness coordinator – updating this to a full-time position as a resource exclusively for the City of Menlo Park organization – current position filled by the Menlo Park Fire Protection District (MPFPD) on part time basis – stakeholders involved in the position
 - Library and Community Services Department (LCS) – gymnastics – produces revenue and is its own revenue source
 - Community Development Department (CDD) – housing support – one position split between two funds (general fund and below market housing) – BMR funding to fund BMR housing and staff – other impact fees that fund other staff positions
 - Contract services – PD – parking enforcement – description
 - Contract services Public Works Department (PW) – herbicide-free median maintenance – duties

The City Council took a recess at 8:15 p.m.

The City Council reconvened at 8:24 p.m.

The City Council discussed

- 2) ARPA
 - Use to help residents impacted by the pandemic and City programs to improve the quality of life of residents (positive to the community), process and staff capacity to pursue how to provide funding/programs to those who need it, earmarking funds for future budget cycles, programs for seniors and/or teens and/or young adults, and allocating a percentage to programs for those in need.
- 3) ERAF
 - Allocating 100% for fiscal year 2022-23, future updates to 5-year forecast to not include 100% of ERAF, and discontinuing ERAF in the future.
- 4) Utility Users’ Tax (UUT)
 - Support and uphold finding and retaining UUT at 1%.

5) Capital improvement projects (CIP)

The City Council directed an update to the project description for the Downtown Parking Structure Study in the future to align with the Housing Element and an updated status on the Caltrain grade separation project. The City Council also requested that the use of electric pool heating equipment not impact the temperature of the pool.

J. Regular Business

- J1. Adopt a resolution of support for BlocPower LLC to provide building electrification services for building owners (Staff Report #22-114-CC)

Sustainability Manager Rebecca Lucky introduced the item.

- MenloSpark director spoke in support of the resolution.
- Nicole Kemeny spoke in support for the resolution.

The City Council discussed the term partnership usage in the staff report.

ACTION: Motion and second (Mueller/ Taylor), to adopt a resolution of support for BlocPower LLC to provide building electrification services for building owners that want to voluntarily electrify their natural gas equipment to electric, passed unanimously.

K. Informational Items

- K1. City Council agenda topics: June 28, 2022–July 12, 2022 (Staff Report #22-115-CC)

L. City Manager's Report

None.

M. City Councilmember Reports

City Councilmember Mueller reported out on a firework that startled West Menlo Park on June 13.

N. Adjournment

Mayor Nash adjourned the meeting at 9:50 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of June 28, 2022.

PROCLAMATION

Juneteenth Day

WHEREAS, Juneteenth is the oldest known celebration commemorating the ending of slavery in the United States; and

WHEREAS, President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863, declaring that all persons held as slaves "within the rebellious states "are, and henceforward shall be free," paving the way for the passing of the thirteenth amendment which formally abolished slavery in the United States of America; and

WHEREAS, Juneteenth, or June 19, 1865, is that joyous day when a cavalry of 7,000 federal troops descended on Galveston, Texas, the westernmost state in the country, to liberate enslaved Americans two-and-a-half years after the Emancipation Proclamation had granted them their freedom; and

WHEREAS, June 19 has an empowering meaning in American history, and is called Juneteenth combining the words June and nineteenth, and has been celebrated by the Black Community for over 150 years making it the oldest African American holiday observance in the United States; and

WHEREAS, Juneteenth commemorates African American freedom and emphasizes education and achievement. It is a day, a week, and in some areas, a month marked with celebrations, guest speakers, picnics, and family gatherings. It is a time for reflection and rejoicing. It is a time for assessment, self-improvement, and planning for the future; and

WHEREAS, Juneteenth symbolizes freedom, celebrates the abolishment of slavery, and reminds all Americans of the significant contributions of African Americans to our society; and

WHEREAS, Juneteenth celebrations are a tribute to those African Americans, then and now, who fought so long and worked so hard to make the dream of equality a reality.

NOW THEREFORE, BE IT PROCLAIMED that I, Betsy Nash, Mayor of the City of Menlo Park, do hereby proclaim June 2022 as the month to celebrate Juneteenth Day in Menlo Park, California, and urge all people to become more aware and continually educated on the significance of this celebration in Black History and in the heritage of our nation designate the raising of the Juneteenth flag during this time.

DocuSigned by:

Betsy Nash

Betsy Nash, Mayor
June 14, 2022

115F0210DF480

PROCLAMATION

Pride Month – June 2022

WHEREAS, the City Council of Menlo Park recognizes and proclaims the month of June 2022 as Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) “Pride Month” throughout the City of Menlo Park; and

WHEREAS, Menlo Park joins the County of San Mateo to observe Pride Month with a Pride flag raising ceremony to honor the history of the LGBTQ liberation movement and to support the rights of all residents to experience equality and freedom from discrimination; and

WHEREAS, the rainbow flag is widely recognized as a symbol of pride, inclusion, and support for social movements that advocate for LGBTQ people in society; and

WHEREAS, all human beings are born free and equal in dignity and rights. LGBTQ individuals have had immeasurable impact to the cultural, civic and economic successes of our country; and

WHEREAS, the City of Menlo Park is committed to supporting visibility, dignity and equality for LGBTQ people in our diverse community; and

WHEREAS, while society at large increasingly supports LGBTQ equality, it is essential to acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

WHEREAS, this nation was founded on the principle that every individual has infinite dignity and worth, and the City Council calls upon the people of this municipality to embrace this principle and work to eliminate prejudice everywhere it exists; and

WHEREAS, celebrating Pride Month influences awareness and provides support and advocacy for San Mateo County’s LGBTQ community, and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance and advance equal rights.

NOW, THEREFORE BE IT RESOLVED, that the rainbow flag, raised on June 1, recognizing all LGBTQ residents whose influential and lasting contributions to our neighborhoods make Menlo Park a vibrant community in which to live, work and visit.

NOW, THEREFORE, BE IT PROCLAIMED that I, Betsy Nash, Mayor of the City of Menlo Park, on behalf of the City Council and City, hereby proclaims the month of June 2022 as Pride Month in support of the LGBTQ community.

DocuSigned by:

Betsy Nash

115F4B21EDDF480

Betsy Nash, Mayor
June 14, 2022



2022-23 BUDGET HEARING

June 14, 2022





AGENDA

- Budget overview
- Proposed budget
- Department budget summary
- General fund 5-Year forecast
- Next steps
- Budget team
- Comments and questions



CITY COUNCIL PRIORITIES



- 2023 housing element and related zoning code updates and documents
- Climate Action Plan
- ConnectMenlo community amenities list update
- Menlo Park Community Campus
- Caltrain rail corridor quiet zone analysis



FISCAL YEAR 2022-23 CITY COUNCIL CONSIDERATIONS



- **Baseline budget**
 - Filling vacancies
 - Includes \$3.9 million transfer to General Capital Program
 - Includes \$2.5 million transfer to General Capital for Chrysler Pump Station
- **Service level enhancements**
 - Cost \$3.5 million
- **American Rescue Plan Act - ARPA**
 - Federal stimulus of \$8.3 million - must use by December 2024
 - FY2021-22 budget authorized \$2.91 million, \$0.85 million used
 - FY2022-23 budget includes \$3.7 million
 - \$2.06 million remaining prior authorization
 - \$1.64 million is the proposed new authorization



HISTORICAL TREND NOTES

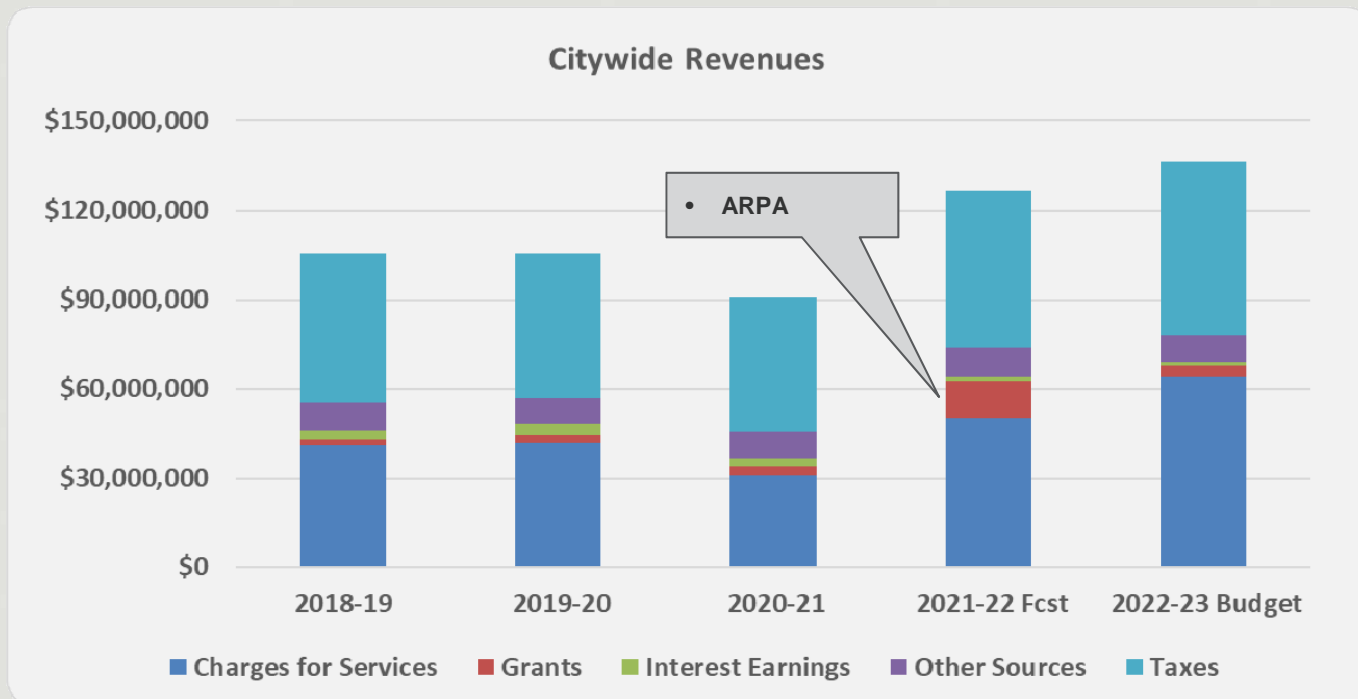


- Revenues
 - Citywide impact of pandemic, FY 2019-20 thru FY 2020-21, \$14.3 million loss
 - General Fund accounts for \$7.3 million of loss
 - Citywide after pandemic, FY 2020-21 thru FY 2021-22, \$35.3 million (\$8.3 ARPA)
 - General Fund accounts for \$8.3 million of increase
 - Largest category citywide is Charges for Services, taxes for General Fund

- Expenses
 - Citywide impact of pandemic, expense reduction \$4.3 million
 - The General Fund impact of pandemic, \$4.3 million (includes transfers)
 - FTE reduction of 44



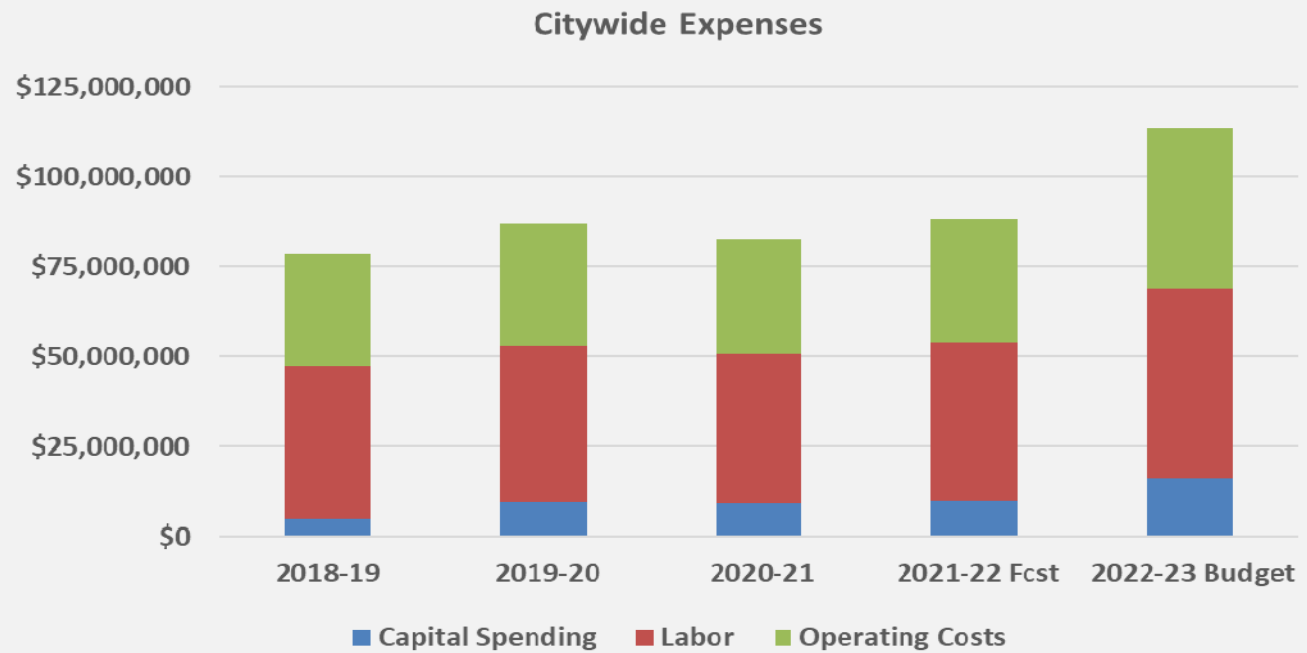
CITYWIDE HISTORICAL TRENDS



Excludes: bonds, debt service, transfers, depreciation, unrealized gains/(losses)



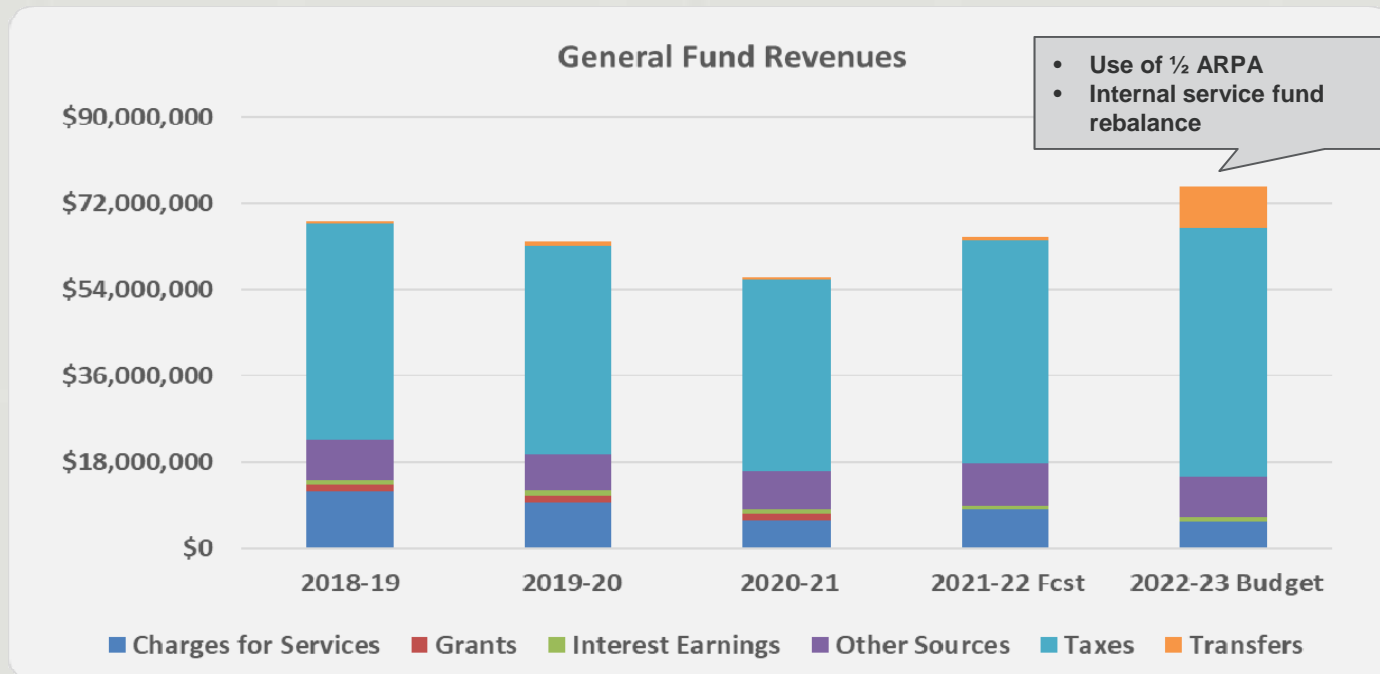
CITYWIDE HISTORICAL TRENDS



Excludes: bonds, debt service, transfers, depreciation, unrealized gains/(losses)



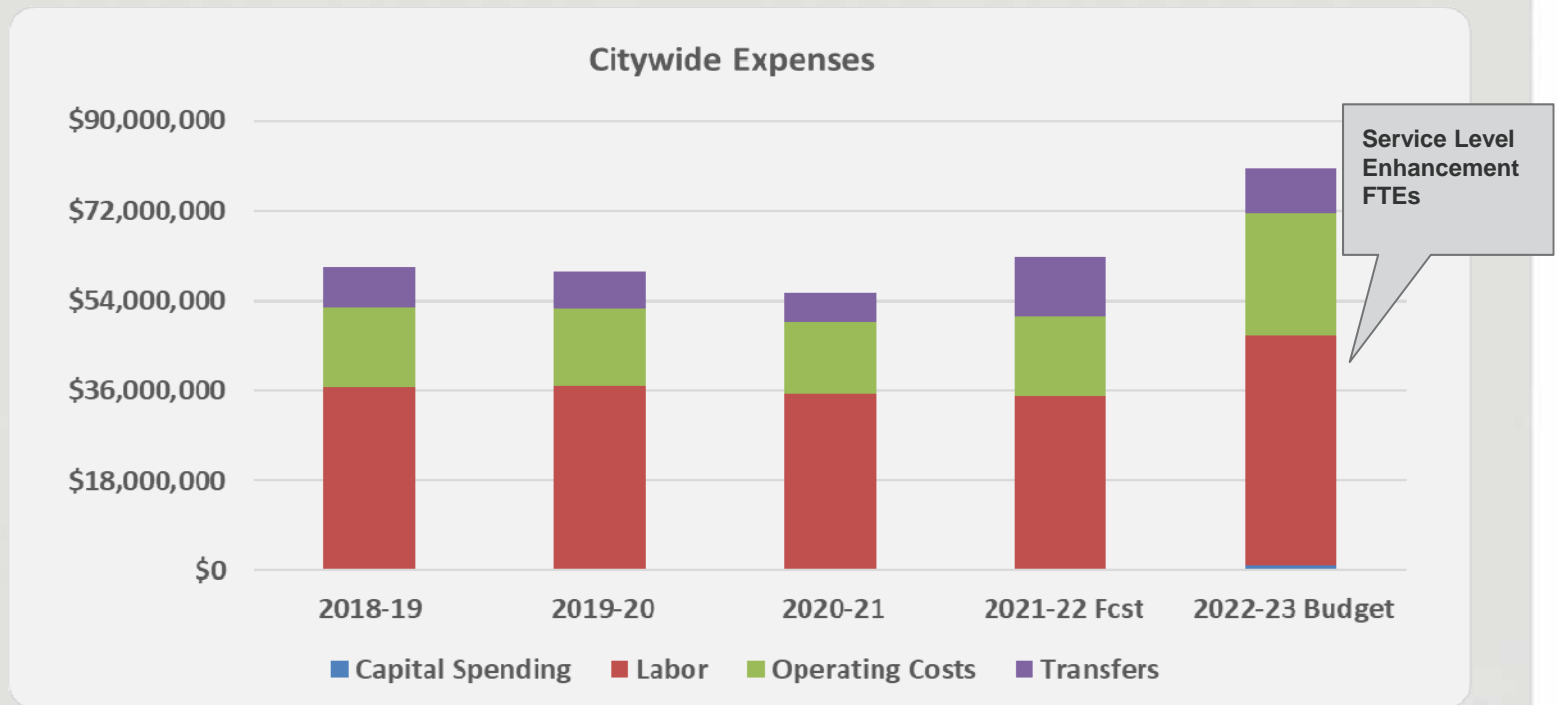
GENERAL FUND HISTORICAL TRENDS



Includes: Transfers, Excludes: bonds, debt service, depreciation, unrealized gains/(losses)



GENERAL FUND HISTORICAL TRENDS



Includes: Transfers, Excludes: bonds, debt service, depreciation, unrealized gains/(losses)

The background of the slide is a photograph of a building with a tiled roof and several arches. The building is light-colored, possibly stucco, and the arches are filled with a warm, golden light. The sky is a clear, bright blue. On the left side of the image, there are two vertical bars of a muted purple color. A horizontal teal banner is overlaid across the middle of the image, containing the text "PROPOSED BUDGET".

PROPOSED BUDGET



FY2022-23 OPERATING BUDGET



- Revenue assumptions
 - Property taxes \$2.8 million over FY 2021-22
 - Transient occupancy tax \$2.0 million over FY 2021-22, includes Citizen M
 - Includes \$3.7 million ARPA funding
 - Includes one-time \$2.3 million internal service fund rebalancing into General Fund

- Expense assumptions
 - 290.75 FTE, including 18.75 SLE
 - 3% COLA, standard merit increases
 - 2% CPI across standard benefits, \$0 for fully funded OPEB
 - Additional Unfunded Accrued Liability (UAL), \$1 million
 - Continuation of 5% vacancy factor
 - Includes \$3.8 million transfer to general capital fund
 - Includes \$2.5 million transfer to general capital fund for Chrysler Pump Station

- Reserve assumption
 - Emergency Policy: 15-20%, actual: 15%
 - Economic Policy: 20-25%, actual 20%
 - Unassigned: forecast: \$9.7 million, budget: \$2.6 million



FY2022-23 OPERATING BUDGET



▪ Non-departmental assumptions

Revenues:

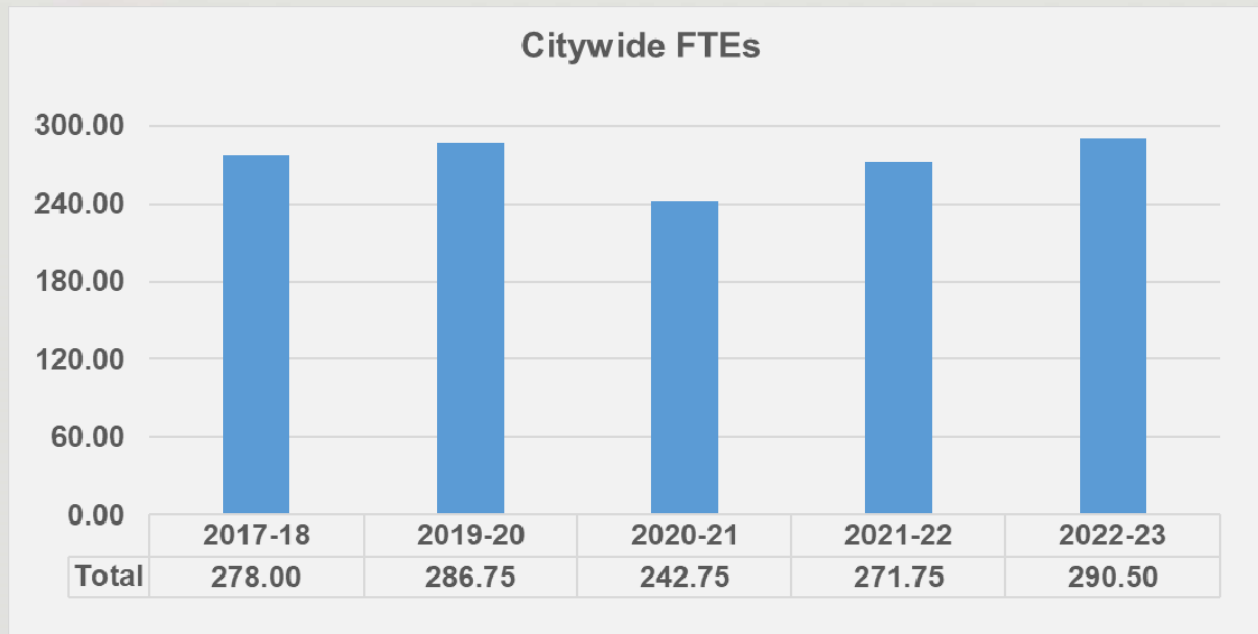
- One-time - \$1.3 million Facebook agreements
- Bayfront - \$2.5 million Facebook city services contribution
- In-lieu amenities - \$4.8 million Menlo Flats, \$16.1 million 1350 Adams Court
- Measure T Assessments - \$2.4 million (City Council priority)
- Water and Solid Waste - \$0.75 million internal service fund rebalancing
- Internal service fund - \$3.5 million, includes rebalancing

Expenses:

- ARPA - \$3.7 million as these funds must be spent by December 2024
- Measure T GO Bonds - \$2.4 million debt service
- Water - \$0.05 million internal service fund rebalancing
- Internal service funds - \$6.2 million, includes rebalancing



HISTORICAL LEVELS FY2018-2021



- Fiscal years 2017-18 thru 2019-20: City service levels remain relatively flat for these three fiscal years
- Fiscal years 2019-20 thru 2020-21: City service levels take dramatic decline due to pandemic these years – 44 FTEs

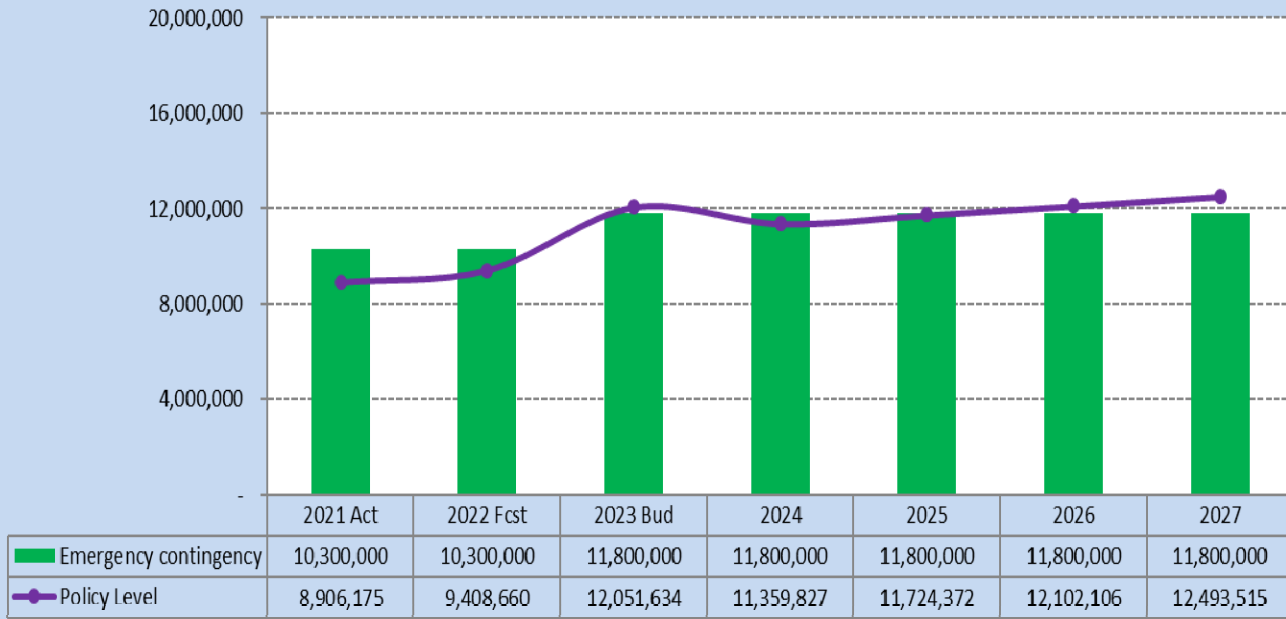
The background of the slide is a photograph of a modern building with a large glass facade. The building is set against a clear blue sky. A yellow banner is overlaid on the image, containing the text "GENERAL FUND 5-YEAR FORECAST" in white, bold, sans-serif font. The banner is positioned horizontally across the middle of the image. The building has a mix of glass and solid panels, and there are some trees and landscaping in the foreground.

GENERAL FUND 5-YEAR FORECAST



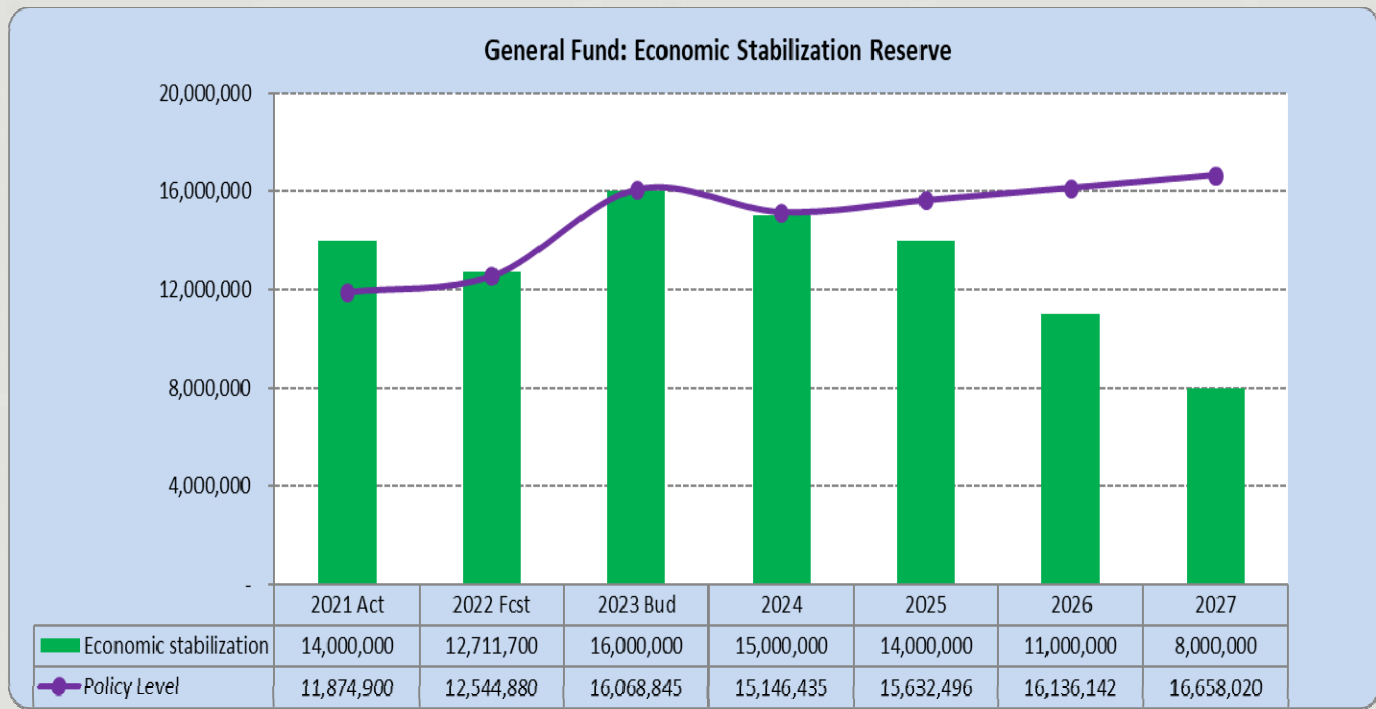
GENERAL FUND 5-YEAR FORECAST

General Fund: Emergency Contingency Reserve





GENERAL FUND 5-YEAR FORECAST





DEPARTMENT BUDGETS & FULL TIME STAFF

Department	Budget	% Total	Full-Time Equivalents		
			Baseline	SLEs	Total
General Administration	\$ 5,830,512	4.7%	16.00	3.00	19.00
Administrative Services	8,263,431	6.7%	26.50	-	26.50
Police	22,951,641	18.6%	62.50	7.00	69.50
Public Works	39,516,089	32.0%	71.25	2.00	73.25
Library and Community Services	13,746,383	11.1%	60.50	5.75	66.25
Community Development	13,082,074	10.6%	35.00	1.00	36.00
Non departmental	20,082,346	16.3%	-	-	-
Total	123,472,477	100.0%	271.75	18.75	290.50

SLE's additional cost: \$3.5 million, on-going labor \$2.8 million

The background of the slide is a photograph of green leaves and a light green fruit, likely an apple, in focus. The image is overlaid with a blue vertical bar on the left and a horizontal orange bar across the middle. The text "CAPITAL IMPROVEMENT PROGRAM" is centered within the orange bar.

CAPITAL IMPROVEMENT PROGRAM



CAPITAL IMPROVEMENT PROGRAM

- 62 funded and carryover projects
- 26 proposed for new funding in FY2022-23
- 7 categories
 - Buildings and systems
 - Environment
 - Parks and recreation
 - Stormwater
 - Streets and sidewalks
 - Traffic and transportation
 - Water system
- 12 programmatic categories: Parks (minor), Sports field renovations, traffic signal modifications, etc.





FUNDING THE CAPITAL IMPROVEMENT PROGRAM

- General fund: annual transfer of approximately \$3 million
- Other sources:
 - Grants
 - Dedicated sources: water, transportation impact, stormwater, solid waste, etc.
 - Development agreement community benefits (e.g., downtown amenities fund)
 - Measure T
- Prior fiscal years, transfers 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 Sidewalk



COMPLETED PROJECTS

- Middle Avenue resurfacing
- Hydration station installation at city parks and facilities
- Willow Road (Chester Street to Middlefield Road) resurfacing with rubberized asphalt
- Pathway replacement and repairs in Sharon Park
- Buildings (minor) tasks:
 - Burgess pool chemical room renovations
 - Electrical and equipment upgrades to allow next generation 911 service
 - Menlo-Atherton Cooperative Nursery School (802 Middle Ave.) roof replacement
- Urban Water Management Plan
- Post-Earthquake Water Operations Plan



NEW PROJECTS

- City Council priorities/work plan projects
 - Electrify Burgess pool heating equipment
 - Civic Center electrical service upgrade study
- Previously planned projects
 - Burgess pool lobby renovations
 - Willow Oaks Park improvements
 - Park playground equipment
 - San Francisquito Creek upstream flood protection
 - Willow Road and Newbridge Street pedestrian/bicycle improvements
 - Chrysler pump station replacement
- Maintenance and operational needs
 - Police radio replacement
 - Kelly Park turf and track replacement
 - Storm system funding study
 - Shuttle system evaluation (grant), local road safety plan
 - Water system check valves at Burgess and Hill Avenue connections, booster pump station





A horizontal bar with a blue-to-orange gradient background is positioned across the middle of the page. The text "NEXT STEPS" is written in a bold, white, sans-serif font, centered within the bar. The background of the slide is a close-up photograph of green leaves and light-colored fruit, possibly avocados, with a light blue vertical bar on the left side.



NEXT STEPS

- June 28
 - Council direction
 - Budget adoption





BUDGET TEAM

- Marvin Davis, Interim Finance Director
- Rani Singh, Management Analyst II
- Mary Morris-Mayorga, ASD – Retired Annuitant
- Nikki Nagaya, Public Works Director
- Eren Romero, Business Manager





BUDGET CONTRIBUTORS

- General Administration
 - Nicole Casados, Clay Curtin, Judi Herren, Rebecca Lucky
- Administrative Services
 - Sandy Pimentel, Kristen Strubbe, Ying Chen
- Community Development
 - Deanna Chow, Charles Andrews, Vanh Malathong
- Library and Community Services
 - Sean Reinhart, Nick Szegda, Rondell Howard, Natalya Jones
- Police
 - Dave Norris, Tony Dixon, TJ Moffett, Dani O'Connor
- Public Works
 - Adali Arroyo, Tanisha Werner, Hugh Louch, Brian Henry



QUESTIONS, COMMENTS

Attachment C: Service level enhancement request					
Fund	Department	Service level description	FTE	Labor	Yes/No/Maybe
100 General Fund	132 City Clerk	Deputy City Clerk. Position would restore the needed backup for the City Clerk, assist with City Council related duties (e.g., agendas, resolutions, ordinances, minutes, etc.), and assist with Information Technology Master Plan items related to agenda, legislative and multimedia management.	1	\$159,892	Yes
100 General Fund	133 Public Engagement	Graphic Designer. Would work with all departments to design and produce a variety of print and digital materials, both routine and complex; including publications, notices, social media and digital graphics for web and video.	1	\$158,979	Maybe
100 General Fund	170 Sustainability	Management Analyst I/II. To support climate adaption and resiliency projects and plans (e.g. local hazard mitigation plan, safety, environmental justice elements) to increase resiliency to negative impacts of climate change. The position would assist in coordinating across all departments, informing the organization and the community on climate adaptation, and providing ongoing long range planning and strategy support.	1	\$214,284	Maybe
100 General Fund	210 Patrol	Community Service Officers. Request to restore two and add one (total 3.0) full-time Community Service Officers (CSOs) - two assigned to Patrol Division, and one added to the Training and Public Relations Unit.	3	\$363,032	Yes
100 General Fund	210 Patrol	Traffic Unit and Staffing Support. Request to restore three full time sworn officer positions to support increased need for traffic support, management, and the return of workforce commuters and special events. The movement of three officer positions to Traffic from our current reduced staffing has made the permanent assignment of a dedicated traffic team unsustainable at current levels.	3	\$588,186	Yes
100 General Fund	240 Administration	Emergency Preparedness Coordinator. Request to establish a dedicated and expert resource that is steadfastly committed to the City's interests and capable of connecting and coordinating with all available partner resources. Although the position would reside within the police department, the focus would be on the entire organization. Position equivalent to Management Analyst I or Project Manager.	1	\$169,896	Yes
100 General Fund	541 Gymnastics	Gymnastics. Request to add 5.75 FTE (2 Program assistants, 2.75 Instructors, 1 Recreation Coordinator) to reactivate the gymnastics program, consistent with staffing levels for the gymnastics program prior to the pandemic. Personnel costs would be partially offset by program revenues.	5.75	\$646,864	Yes
100 General Fund	630 Housing	Housing support. Request to add .5 FTE equivalent to a Management Analyst I/II to support the current and increased demand for administration and implementation of the City's below market rate (BMR) program and other housing programs.	0.5	\$86,535	Yes
	Total General Fund		16.25	\$2,387,668	
222 Below Market Housing	630 Housing	Housing support. Request to add .5 FTE equivalent to a Management Analyst I/II to support the current and increased demand for administration and implementation of the City's below market rate (BMR) program and other housing programs.	0.5	\$86,535	Yes
501 General Capital Improvement	310 Facility/Capital	SAFER Bay staffing support. Request to add a provisional full-time Associate Engineer position to coordinate work on SAFER Bay, sea level rise adaptation plan implementation. Position would be funded by general capital funds partially reimbursed through anticipated FEMA Building Resilient Communities and Infrastructure Grant.	1	\$199,918	Yes
601 Water Operations	370 Water	Drought coordination and support. Request to add one full time Sustainability Specialist position to support increased drought coordination. Position would be funded by enterprise revenue funds (water operations fund).	1	\$146,274	Yes
	Total Citywide		18.75	\$2,820,395	
Contract Services					
100 General Fund	210 Patrol	Parking Enforcement	0	\$500,000	Yes
100 General Fund	334 Streets	Herbicide-Free Median Maintenance	0	\$230,000	Yes
				\$730,000	