



## EMERGENCY MEETING MINUTES

**Date:** 3/16/2020  
**Time:** 5:00 p.m.  
**City Hall – “Downtown” Conference Room, 1st Fl**  
**701 Laurel St., Menlo Park, CA 94025**

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

The San Mateo County Health Official has prohibited public or private gatherings of more than 50 persons, and gatherings of fewer than 50 people unless all required COVID-19 risk mitigation measures are implemented. The health officer strongly urges that all non-essential gatherings be canceled, postponed or done remotely.

This special emergency meeting of the Menlo Park City Council on March 16, 2020, is a necessary business meeting and is therefore an essential gathering; it will also be held remotely. The public may join the meeting in person at the noticed location to provide public comment before closed session; however, the City strongly urges compliance with the COVID-19 risk mitigation measures directed by the San Mateo County Health Officer and additional recommended preventative measures outline below:

#### Required COVID-19 risk mitigation measures:

- All attendees should stand or sit at least 6 feet from any other attendee;
- Proper hand hygiene and sanitation will be readily available to all persons at all times; additionally, alcohol-based hand sanitizer will be used;
- Attendees are advised that gatherings pose a heightened risk of COVID-19 transmission, and that older adults and individuals with existing health conditions as identified by the Centers for Disease Control and Prevention (CDC) and Appendix A attached to the [Order of the Health Officer No. c19-2b](#) (Revised) are at particularly serious risk if they contract COVID-19 and should not attend;
- Surfaces will be disinfected with wipes or other standard cleaners before, during and after the event.

#### Additional recommended preventive measures:

- Those over the age of 60 and those with co-morbid conditions (other underlying health conditions) should avoid gatherings to the extent possible;
- Stop shaking hands
- Under all circumstances, stop touching your face, eyes, nose or mouth with your unwashed hands.
- Social distancing – stay at least six (6) feet away from all other people – where possible.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent (60%) alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Use a barrier, such as a paper towel or tissue, to touch commonly touched surfaces such as door handles or elevator buttons
- Cover your mouth and nose with a tissue when you cough or sneeze, and then throw the used tissue in the trash. If tissue is available, use the inside of your elbow. Immediately follow proper hand hygiene.
- If you are not feeling well or are experiencing cold, flu or other symptoms, stay home; avoid public areas and public transportation. Call ahead before seeking medical care.

**How to Submit Remote Public Comments:** To provide the safest environment for members of the public to participate in City Council meetings during the COVID-19 emergency, public comment can be submitted in writing via: [menlopark.org/publiccomment](https://www.menlopark.org/publiccomment) before 4 p.m., Monday, March 16, 2020. Alternatively, members of the public may call 650-330-6650 at 5 p.m. to address the City Council by telephone.

**Note:** If the San Mateo County Health Officer changes his recommendation relating to non-essential and essential gatherings, 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](https://www.menlopark.org).

**Teleconference Participation:** This meeting will be conducted in compliance with the Governors Executive Order N-25-20 issued March 12, 2020, allowing for deviation of teleconference rules required by the Brown Act. Some or all members of the City Council will be participating by teleconference. The purpose of this is to allow City Councilmembers, city staff and the public to participate in this emergency meeting while abiding by the San Mateo County Health Officer's guidance for the COVID-19 emergency.

Mayor Taylor called the meeting to order at 5:05 p.m.

### **Roll Call**

Present: Carlton, Combs, Nash, Mueller, Taylor  
Absent: None  
Staff: City Manager Starla Jerome-Robinson, Assistant City Manager Nick Pegueros, Interim City Attorney Cara Silver, Administrative Services Director Lenka Diaz, Human Resources Manager Theresa DellaSanta

CL1. 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.

### **Public Comment**

Henry Riggs submitted an email comment regarding Public Employees' Retirement System (PERS) impact.

City Council discussed how to handle payment of employees during the next three weeks while City Hall was closed due to COVID-19. City Council directed the city manager to pay all regular and temporary employees for the next three weeks and to encourage employees who are not able to perform their regular work duties remotely to perform other city related work.

**ACTION:** By acclamation, the City Council approved to pay all regular and temporary employees for the next three weeks and to encourage employees who are not able to perform their regular work duties remotely to perform other city related work, passed unanimously.

**Adjournment**

Mayor Taylor adjourned the meeting at 6:21 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of March 26, 2020.