



## SPECIAL MEETING MINUTES

**Date:** 3/26/2020  
**Time:** 5:00 p.m.  
**GoToWebinar.com – ID# 611-715-403**

### 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 meeting
  - Submit a written comment online:  
[menlopark.org/publiccommentMarch26](https://menlopark.org/publiccommentMarch26) \*
  - Record a comment or request a call-back when an agenda topic is under consideration:  
 Dial 650-474-4071 \*
  - Access the meeting real-time online at:  
[joinwebinar.com](https://joinwebinar.com) – Meeting ID 611-715-403

\*Written and recorded public comments and call-back requests are accepted up to 1 hour before the meeting start time. Written and recorded messages are provided to the City Council at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.

- Watch the 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](https://www.menlopark.org).

According to City Council policy, all regular 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.

## Special Meeting

### A. Call To Order

Mayor Taylor called the meeting to order at 5:14 p.m.

### B. Roll Call

Present: Carlton, Combs, Nash, Mueller, Taylor

Absent: None

Staff: City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver, City Clerk Judi A. Herren

### C. Pledge of Allegiance

Mayor Taylor led the Pledge of Allegiance.

### D. Presentations and Proclamations

D1. Proclamation: Recognizing the importance of the 2020 Census ([Attachment](#))

Mayor Taylor read the proclamation ([Attachment](#)).

### E. Public Comment

- Erin Stevenson wrote in opposition of the halt on construction ([Attachment](#)).
- Garrett Walton requested permission to resume the renovation work at Sharon Green Apartments ([Attachment](#)).
- Jen Wolosin commented on the close proximity of the testing sites (tents) at the Menlo medical building to the Linfield Oaks neighborhood.

### F. Consent Calendar

City Councilmember Nash pulled items F2., F3., and F6.

F1. Accept the City Council meeting minutes for February 25, March 3, 16, and 19 2020 ([Attachment](#))

F2. Adopt Resolution No. 6551 amending the Menlo Park tenant relocation assistance program administered by Samaritan House to include tenant rental assistance related to COVID-19 and other circumstances ([Staff Report #20-063-CC](#))

The City Council discussed proposed changes included in a public comment from resident Karen Grove and the timing impacts of having the Housing Commission review the item. The City Council

discussed their desire to expedite the program amendments as presented and asked that staff bring back the additional recommendations at a meeting in the near future for their consideration. Interim City Attorney Silver provided clarification on legal concerns of proposed changes.

**ACTION:** Motion and second (Carlton/ Combs) to adopt Resolution No. 6551 amending the Menlo Park tenant relocation assistance program administered by Samaritan House to include tenant rental assistance related to COVID-19 and other circumstances, and direct staff to return updated version to the City Council, passed unanimously.

F3. Adopt a Resolution No. 6552 approving the sustainable vehicle fleet policy and address recommendations No. 1 and No. 2 in the San Mateo County grand jury report titled “Electric Vehicle Adoption in the Cities and County of San Mateo” ([Staff Report #20-067-CC](#))

- Janelle London wrote in support of the sustainable vehicle fleet policy (Attachment).

The City Council discussed and received clarification on the suggested baseline data and installation policy and considering new electric trucks and vehicles for future purchases. The City Council also received confirmation that installation projects and purchasing would return to the City Council for approval.

**ACTION:** Motion and second (Nash/ Combs) to adopt a Resolution No. 6552 approving the sustainable vehicle fleet policy and address recommendations No. 1 and No. 2 in the San Mateo County grand jury report titled “Electric Vehicle Adoption in the Cities and County of San Mateo”, add a five-percent annual reduction from a baseline year, which would be 2018/19, and amend policy to add additional electronic vehicle charging infrastructure as appropriate in light of economic and resource constraints at time of purchase, passed unanimously.

F4. Approval of amended and restated joint powers agreement for the San Francisquito Creek Joint Powers Authority ([Staff Report #20-064-CC](#))

F5. Receive and accept the 2019 Housing Element Annual Progress Report and the annual housing successor report ([Staff Report #20-065-CC](#))

F6. Receive and file the investment portfolio review as of December 31, 2019 ([Staff Report #20-066-CC](#))

The City Council received confirmation that the Finance and Audit Committee did review but did not provide comment.

**ACTION:** Motion and second (Nash/ Taylor) to receive and file the investment portfolio review as of December 31, 2019, passed unanimously.

**ACTION:** Motion and second (Combs/ Carlton) to accept the consent calendar, except items F2., F3., and F6., passed unanimously.

**G. ~~Regular Business~~**

Mayor Taylor announced the removal of item G1.

~~G1. Consideration of an urgency ordinance to shelter the homeless~~

**H. Informational Items**

H1. City Council agenda topics: April 2020 to June 2020 ([Staff Report #20-062-CC](#))

H2. City Council and commission/committee annual attendance report for March 2019–February 2020 ([Staff Report #20-053-CC](#))

**I. City Manager's Report**

City Manager Jerome-Robinson reported out on the City's efforts to work with the Farmers Market. Jerome-Robinson also announced the closed session scheduled for March 27 at 9 a.m.

**J. City Councilmember Reports**

City Councilmember Carlton commented on the resources provided by the National League of Cities and information provided by the interim city attorney regarding stimulus packages provided to larger cities. Carlton also reported on the postponement of the Sister City Committee Japan trip scheduled for June.

City Councilmember Mueller reported out on the daily COVID-19 calls with city officials.

Mayor Taylor reported out on the Strategic Planning Committee meeting.

**K. Adjournment**

Mayor Taylor adjourned the meeting at 6:33 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of April 21, 2020.

**RECOGNIZING THE IMPORTANCE OF THE 2020 CENSUS AND  
ENCOURAGING RESIDENTS OF THE COUNTY OF SAN MATEO TO  
PROMOTE AND COMPLETE THE CENSUS TO ENSURE A FAIR,  
ACCURATE AND COMPLETE COUNT**

**WHEREAS**, pursuant to the United States (US) Constitution, every 10 years, the federal government is required to count all residents in the United States, citizens and noncitizens, through a national census and the next national census, scheduled to begin in April 2020, is central to our democracy; and

**WHEREAS**, a primary and perpetual challenge facing the U.S. Census Bureau is the undercount of certain population groups. California has a large percentage of individuals that are considered traditionally hard to count and there are over 100 languages spoken in the County, and 34.8 percent of residents in the County are foreign born; and

**WHEREAS**, the data is collected by the decennial Census determines the number of seats each state has in the U.S. House of Representatives and is used to distribute billions of dollars in federal funds to state and local governments and the data is also used in the redistricting of state legislatures, county boards of supervisors and city councils; and

**WHEREAS**, California receives nearly \$77,000,000,000 in federal funding that is allocated, in part, based on census data and the U.S. Census is facing several challenges with Census 2020, including constrained fiscal environment, rapidly changing use of technology, declining response rates, increasingly diverse and mobile population, thus support from partners and stakeholders is critical and a complete and accurate count of California's population is essential and the decennial census is a massive undertaking that requires cross sector collaboration and partnership in order to achieve a complete and accurate count; and

**WHEREAS**, California's leaders have dedicated a historic amount of funding and resources to ensure every Californian is counted once, only once and in the right place; and this includes coordination between tribal, city, county, state governments, community-based organizations, education, and many more and the County received \$228,000 from the State of California for use in Census 2020 efforts and outreach and the County is committed to ensuring a complete and accurate count by partnering with other local government, the State, businesses, schools and community organizations; and the County has committed resources toward a robust outreach and communications strategies; focusing on reaching the hardest-to-count individuals.

**NOW, THEREFORE, BE IT PROCLAIMED** that I, Cecilia Taylor, Mayor of the City of Menlo Park, recognize the importance of the 2020 Census and encourage residents of the County of San Mateo to promote and complete the census to ensure a fair, accurate and complete count.

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Cecilia Taylor, Mayor

Agenda item number D2

Subject Halt of housing construction

Meeting date 3/24/2020

Public comment I beg the council to align with the county, our neighboring counties and the state to ensure that Menlo Park residents are not denied what virtually all other communities consider an essential activity--one that quite literally provides the shelter we need to do our part and shelter in place.

It's important to understand that halting housing construction means many Menlo Park residents may soon be without a place to live. The projects halted in Menlo Park are homes that families are scheduled to move into--in some cases within the next 30-60 days, which means the houses we now occupy have been sold or have leases due to expire. The clock doesn't stop on this because Menlo Park has halted construction so please understand that these families aren't "upset" but rather in an absolute panic about where to live.

Although Menlo Park projects are halted, they continue throughout our county, our neighboring counties and the state. Since it's unlikely Menlo Park will lift its restriction in 2 weeks' time, work crews will simply move to other jobs in our neighboring communities. It could be weeks or months before those crews are available again, meaning Menlo Park homes mid-construction could remain uninhabitable for extended periods.

Unfortunately, Menlo Park hasn't stepped forward to assist residents with eviction protections or case by case evaluation of projects that could continue under heightened safety conditions. Instead Menlo Park has halted one--and only one--category of Essential Critical Infrastructure Workers itemized on 14+ pages of the state order:

<https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>

Nor has Menlo Park clarified why "our situation is much different than other areas in the state." In all, San Mateo County has 142 COVID-19 cases, San Francisco County has 131, and Santa Clara County has 302--yet construction continues in those communities which rightly recognize housing as essential, particularly during a crisis like this where shelter in place is mandated.

Please reverse this decision or, at minimum, assist those residents soon to be without housing by giving us the opportunity to work with the city on strategies to safely continue our projects and ensure housing for our families.

First name Erin

Last name Stevenson

Email address 

What is your affiliation? Resident

Other Field not completed.

Address1 Field not completed.

Address2 Field not completed.

City Menlo Park

State California

Zip 94025

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Agenda item E. Public Comment

Subject Sharon Green Apartments Renovation |  
Resume Construction

Meeting date 3/26/2020

Public comment Sharon Green Apartments

Menlo Park, CA

03/24/20

Essential Infrastructure

Today we write to ask for permission to resume the renovation work at Sharon Green Apartments as soon as possible. We have executed leases and committed to provide housing to future residents that are relying on us to honor our commitments and leases with them. Additionally, this project helps restore additional housing to the community and provide needed work and wages for the many construction professionals employed by the project in a safe manner.

As background, the Sharon Green Project is an in-progress remodel that is restoring rental housing to a community that is in drastic need of additional housing stock, especially should further emergent needs arise. At this point 108 of the 296 existing apartment homes are under renovation with some nearing completion as soon as a week from resuming work to no more than 4 months for all to be completed. Completion of the renovation and ability to allow move-ins is essential to the community. In assessing the project's classification, please consider the following:

- This work is considered an essential business both under the Governor's and County of San Mateo's orders, as we are returning much needed rental housing back to the market.
- Of the community's 296 Apartment homes, 108 are currently offline. All of those units could be back online over the next 1-4 months, if allowed to proceed.
- Before the impact of the Coronavirus, and subsequent 'Shelter in Place' Orders, the property Owner has been preleasing these apartments and have executed leases on around 20% of the under-construction apartments, and these commitments cannot be satisfied unless the renovation of these units continues. These residents are depending on Sharon Green to provide them housing.

- Construction workers are only working on a voluntary basis. Social distancing has been implemented and enforced between workers. And on top of the current safety protocols, enhanced measures have been put in place, such as providing additional washing stations, masks, and protective gear.

- For an added measure of resident and community safety, the work areas are isolated from the rest of the occupied sections of the community. This includes all areas designated for construction parking and deliveries.

- The General Contractor will be communicating to all subcontractors, installers, and suppliers, that the personnel onsite are to uphold a higher degree of care for not only the residents, but also the surrounding community. Construction personnel will be isolated to defined work areas and asked to avoid visiting the surrounding stores and restaurants.

- Most of the materials necessary to complete the project are already on-site and pending installation, limiting the need for many external deliveries.

The construction crews have expressed their desire to work, as they desperately need the revenue. Their sick pay and leave pay options are not enough to sustain a reasonable standard of living.

- When given the opportunity to resume construction activities, the Project Team can work to accommodate, and coordinate with, the Building Inspector to ensure our crews are not in the areas of inspection when he or she comes to inspect. If preferred, we can leave the relevant permit set of plans in the areas to be inspected, keeping all communications to via phone, email or video conference.

Respectfully,

Garrett Walton

Project Manager

Maximus Real Estate Partners

(M)+ [REDACTED]

First name      Garrett

Last name      Walton

Email address



What is your affiliation? Other

Other Owner's Representative

Address1



Address2



City San Francisco

State CA

Zip 94111

Subject Support for Sustainable Vehicle Fleet Policy

Meeting date 3/26/2020

Public comment Honorable Mayor and City Council Members,

I serve on the Environmental Quality Commission, but am writing this in my capacity as an individual.

This is to strongly encourage adoption of Resolution No. 6552, to approve the sustainable vehicle fleet policy to reduce greenhouse gas emissions from the city fleet.

Outstanding Leadership:

First, prioritizing consideration of a policy to address the climate crisis, even in the face of the coronavirus pandemic, demonstrates strong leadership and is to be applauded. Thank you!

Key Metric: Reducing Gasoline/Diesel Consumption by 5% a Year:

Second, I want to recognize the exemplary step you would be taking by adopting policy provision C: setting a goal to reduce the city's gasoline and diesel consumption by 5% annually.

This is the only metric Nature cares about: Are we reducing how much gasoline and diesel we burn? We can buy a fleet full of EVs, but if we're not reducing gasoline and diesel consumption, we're not doing what's needed to address the climate crisis.

Adopting the policy would make Menlo Park one of the first cities in the nation to set measurable targets for lowering gasoline and diesel consumption. Our city would be a role model for other cities (and county, state, and federal governments as well as individuals) to follow.

The IPCC reports that to avoid the worst impacts of climate change, we must reduce fossil fuel consumption about 50% by 2030. If Menlo Park starts with a baseline of city gas/diesel consumption of (let's say for easy math) 100x, and reduces its gas/diesel consumption by 5% from that baseline each year, we will have reduced the city's gas/diesel consumption to 50x by 2030. That's a 50% reduction, in keeping with the IPCC requirement:

2018-19: Baseline of 100x gallons  
2020-21: Budget of 95x gallons  
2021-22: Budget of 90x gallons  
2022-23: 85x gallons  
2023-24: 80x gallons  
2024-25: 75x gallons  
2025-26: 70x gallons  
2026-27: 65x gallons  
2027-28: 60x gallons  
2028-29: 55x gallons  
2029-30: 50x gallons

This formulation sets out how much gasoline and diesel the city can burn each year, without being contingent on other years, so that the consumption budget can be planned for.

Recommendation: In keeping with the IPCC recommendations, the 5% annual reduction should be from a baseline (e.g., the total consumption in 2018-2019), rather than a 5% reduction from the prior year.

EV Charging Infrastructure:

Third, the city has done an excellent job to date of installing public EV charging and putting in place forward-thinking requirements for EV charging infrastructure in new construction, and is to be commended for that. For city vehicles, as the staff report indicates, even more charging will be needed for the city fleet. Existing EV charging infrastructure will only accommodate the addition of 7 electric vehicles to the city's fleet of 109 vehicles. The policy under consideration does not address installation of EV charging infrastructure. It is critical for charging infrastructure to stay a step ahead of the city's acquisition of electric vehicles. There are multiple sources of funding for installation of additional EV chargers.

Recommendation: The city should either 1) add an EV charging installation commitment to the policy under consideration, or 2) make installation of EV charging infrastructure a top priority in its Workplan and budget until sufficient charging is in place to transition the city fleet to meet the gasoline reduction targets.

As you know, transportation is the biggest source of carbon emissions in Menlo Park, in San Mateo County, in California, and in the country. Your forward-thinking policies can serve as an example of how to make a real difference on transportation greenhouse gases. This policy will also help all the citizens of Menlo Park breathe cleaner air. Again, enormous gratitude to this City Council for taking critical action on this urgent matter.

Sincerely,

Janelle London

First name Janelle

Last name London

Email address [REDACTED]

What is your affiliation? Resident

Other Field not completed.

Address1 [REDACTED]

Address2 Field not completed.

City Menlo Park

State CA

Zip 94025