



**REGULAR MEETING MINUTES**

**Date:** 9/20/2022  
**Time:** 6:00 p.m.  
**Location:** Zoom

**Regular Session**

**A. Call To Order**

Mayor Nash called the meeting to order at 6:06 p.m.

**B. Roll Call**

Present: Combs, Mueller, Nash, Taylor, Wolosin  
Absent: None  
Staff: City Manager Justin Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

**C. Agenda Review**

The City Council pulled items G6., G8., and G9.

**D. Public Comment**

None.

**E. Presentations and Proclamations**

**E1. Certificate of Recognition: Olivia Hom, Menlo Park Sister Cities Young Artists and Authors Showcase winner (Attachment)**

Mayor Nash read the certificate of recognition (Attachment).

Olivia Hom accepted the certificate of recognition.

**F. Study Session**

**F1. Direction for city hosted events and observances including events based on holidays of religious origin (Staff Report #22-188-CC)**

Library and Community Services Director Sean Reinhart and Library and Community Services Supervisor Natalya Jones made the presentation (Attachment).

The City Council received clarification on Rotary Club hosted events, Flood Park events, and staff constraints for events.

The City Council discussed short, mid, and long term events, combining celebrations, long term efforts for community input for future events, future community survey on events, request for proposals for future holiday tree lighting, City playing a supportive role for religious events,

Halloween parade and Halloween event in Burgess Park, Menlo Park reinstating and prioritizing community events, breakfast with Santa event, utilizing the Parks and Recreation Commission (PRC) for community engagement and new events, activity shuttles, engaging the community when planning events and a budget for community outreach.

The City Council directed the City host more events, not combining events for multiple religions, less traditional celebrations, returning all events held pre-pandemic (e.g., breakfast with Santa and the 2022 Halloween parade downtown and festival at Burgess Park), leveraging existing and new partnerships, and Menlo Park's Mission Statement being the root of community events.

The City Council spoke in support of current planned events, adding more events, returning an item for community outreach budget, and the City retaining a leading roll and allowing other organizations and agencies to have a support role.

## **G. Consent Calendar**

- G1. 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 #22-177-CC)
- G2. Adopt a resolution updating the City's conflict of interest code (Staff Report #22-176-CC)
- G3. Authorize the city manager to enter into an agreement with the City of Redwood City for annual maintenance of Atherton Channel (Staff Report #22-178-CC)
- G4. Award a construction contract to Blue Flame Crew West, LLC for the Bedwell Bayfront Park landfill leachate and gas collection systems improvement project (Staff Report #22-179-CC)
- G5. Waive the second reading and adopt an ordinance repealing and replacing Menlo Park Municipal Code Section 2.04.190 relating to filling City Council vacancies (Staff Report #22-180-CC)

The City Council received clarification that the outgoing City Councilmember will have a vote for the appointment to the vacancy.

- G6. Adopt a resolution establishing the process for appointment of candidates to City Council seats to fill vacancies (Staff Report #22-181-CC)

The City Council requested modifications to the questionnaire.

- G7. Adopt a resolution amending City Council Policy CC-22-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities (Staff Report #22-182-CC)
- G8. Authorize the city manager to enter into a contract with ICF Jones and Stokes Inc. to prepare an environmental impact report for the proposed master plan project at 333 Ravenswood Avenue (Parkline) for the amount of \$688,817 and future augments as may be necessary to complete the environmental review for the proposed project (Staff Report #22-183-CC)

The City Council received clarification on the input to the scoping and deadlines of the environmental impact report (EIR).

The City Council took a recess at 7:30 p.m.

The City Council reconvened at 7:34 p.m.

The City Council directed the return of the scope of the EIR before finalizing.

G9. Approve the Parks and Recreation Commission's 2022-23 work plan (Staff Report #22-184-CC)

The City Council directed the adding community events to the PRC work plan.

**ACTION:** Motion and second (Taylor/ Wolosin), to approved the consent calendar with modifications to G6 G8 and G9, passed unanimously.

## **H. Regular Business**

H1. Adopt resolutions authorizing staff to submit applications to the San Mateo County Transportation Authority for Measure A & W Pedestrian and Bicycle Program (Staff Report #22-185-CC)

Assistant Public Works Director Hugh Louch introduced the item.

- Carolyn Ordonez requested clarification on one-way couplet at Sonoma Avenue and Ringwood Avenue, traffic calming on Ringwood Avenue, Flood Park pickup/drop off, number of accidents, and conflicting speed limit signs on Bay Road.
- Katie Behroozi spoke in support of Van Buren Road and Ringwood Avenue safety measures.

The City Council received clarification on stop sign options for Ringwood and Van Buren Road.

The City Council discussed grant funding for projects.

**ACTION:** Motion and second (Combs/ Taylor), to adopt resolutions authorizing staff to submit applications to the San Mateo County Transportation Authority for Measure A & W Pedestrian and Bicycle Program to support the Ringwood crossing connections project and the Middle Avenue complete streets project, passed unanimously.

## **I. Informational Items**

I1. City Council agenda topics: October 2022 (Staff Report #22-186-CC)

I2. Police department quarterly update – Q4 May 2022 – July 2022 (Staff Report #22-187-CC)

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

City Manager Justin Murphy reported out on upcoming City Council meetings October 11, 18, and 20.

## **K. City Councilmember Reports**

City Councilmember Mueller reported out on the Menlo Park Fire Station 6 open house on October 8 and having a future open City Council discussion on the Flood School site and Measure V.

**L. Adjournment**

Mayor Nash adjourned the meeting at 8:05 p.m.

Judi A. Herren, Assistant City Manager/City Clerk

These minutes were approved at the City Council meeting of October 11, 2022.

# CERTIFICATE OF RECOGNITION

Presented to

**Olivia Hom**

In appreciation for your artwork entry to Sister Cities International's  
annual Young Authors and Artists Authors Showcase  
representing Menlo Park, California.

Presented September 20, 2022

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Betsy Nash, Mayor  
City of Menlo Park



# DIRECTION FOR CITY-HOSTED EVENTS

City Council - September 20, 2022





## BACKGROUND

- City facilities closed in March 2020 due to the pandemic
- Severe economic recession in FY2020-21
- City Council prioritized limited resources
- COVID-19 precautions/ rules, risk of viral spread
- Limited budget, limited staff capacity
- April 2021: City Council reviewed phase-in sequence
- Large-scale events scheduled among the last to reactivate
- Focus on smaller, simpler events in 2021-22
- Delta variant, Omicron variant
- June 2022: COVID-19 vaccines authorized for young children





## KEY CONSIDERATIONS

Staff seeks policy direction from City Council related to city-hosted community events for the following key considerations:

- City-hosted events based on holidays of religious origin  
Provide policy direction regarding the City's role as a local government agency in hosting, organizing, and using public funds toward community events based on holidays of religious origin.
- Inclusion and belonging for all Menlo Park residents  
Use public resources for events and experiences that are inclusive and foster a sense of belonging for all community members of every background, age, ability, income, religious belief or lack thereof, sexual orientation, and other lived experiences and characteristics that contribute to a vibrant and accepting community.





## ADDITIONAL CONSIDERATIONS

Staff seeks City Council's feedback on these considerations and any other elements that City Council desires to incorporate into City-hosted events.

- Leverage existing and new partnerships to deliver community events.
- Establish criteria for event partnerships, including roles and responsibilities, cost sharing, staff and financial support, event goals.
- Set clear guidelines for event sponsors, including criteria for sponsor recognitions and the process for evaluating sponsorship offers.
- Evaluate the cost-benefit of mass gatherings such as parades and festivals that carry increased risk and involve substantial investment of city resources in the form of staff capacity and financial outlay.
- Align event production with recent revisions to the special events ordinance, film permits ordinance, and parks and recreation ordinance.

2022					
Date (tentative)	Community event	Proposed location/s	Estimated staff time/effort*	Estimated City expenditures (not including staff costs)	Estimated number of attendees
Jul 13	Summer Concert #1	Fremont Park	low	\$5,500	280
Jul 20	Summer Concert #2	Fremont Park	low	\$5,500	180
Jul 27	Summer Concert #3	Fremont Park	low	\$5,500	150
Aug 3	Summer Concert #4	Fremont Park	low	\$5,500	230
Aug 10	Summer Concert #5	Fremont Park	low	\$5,500	250
Aug 17	Summer Concert #6	Fremont Park	low	\$5,500	500
Aug 19	Summer Concert #7	Belle Haven School Field	low	\$5,500	130
Aug 26	Summer Concert #8	Belle Haven School Field	low	\$5,500	110
Sep 24	Belle Haven resource fair	Belle Haven School Field	high	\$5,500	400
Oct 30	Halloween celebration	Flood Park (in partnership with San Mateo County Parks)	high	\$7,500	600
Nov TBD	Tree light installation	Fremont Park + Newbridge/Willow	low	\$55,000	-
Dec 2	Light up the Season event	Fremont Park	high	\$7,500	600
2023					
Jan 21	Winter movie	M-A Performing Arts Center	low	\$500	100
Feb 25	Winter movie	M-A Performing Arts Center	low	\$500	100
Feb 2023	Black History Month celebration	Burgess Park + Belle Haven School Field	medium	\$2,500	250
Feb TBD	Youth Poetry Contest	City Council Chambers	medium	\$500	200
Mar 25	Summer Camp resource fair	Burgess Park + Belle Haven School Field	medium	\$1,000	150
Apr 8	Egg Hunt	Flood Park (in partnership with San Mateo County Parks)	very high	\$7,500	800
May TBD	Youth Poster Exhibition	Main Library + Belle Haven Branch	medium	\$500	100
Jun 17	Juneteenth celebration	Belle Haven School Field	medium	\$3,000	250
July 4	Independence Day parade	Santa Cruz Ave	very high	\$7,500	1,000+
TBD	MPCC grand opening	MPCC + Kelly Park	very high	TBD	800
<b>TOTAL FY 2022-23</b>				<b>\$143,000</b>	

\* Staff time to plan/execute events is estimated as follows: Low = 1-20 total hours staff time. Medium = 21-40 hours. High = 41-60 hours. Very high = 61+ hours.



## RECOMMENDATION: LIGHT UP THE SEASON TREE LIGHTING



- Focus on inclusion for all Menlo Park residents of all faiths and belief systems, including residents who do not participate in organized religion.
- Continue the longstanding tradition of lighting trees at Fremont Park and the Willow/Newbridge intersection to signal the official start of the holiday shopping and celebratory season.
- Continue to organize and host a community event in Fremont Park to inaugurate the season and ceremonially illuminate the tree.
- Focus the Fremont Park event on encouraging residents to shop local to stimulate the local economy and aid small businesses' pandemic recovery.
- Add a new feature in the 2022 event program in which Menlo Park children from diverse faiths and belief systems share what the holiday season means to them and the many diverse ways Menlo Park families celebrate the season.



## RECOMMENDATION: EGG HUNT



- Continue the longstanding tradition of inviting local children and families to the annual springtime activity of hunting for eggs.
- Focus this event on inclusion for all Menlo Park residents of all faiths and belief systems by incorporating elements of spring renewal holidays and celebrations in diverse cultures around the world, such as Passover, Holi, Ramadan, and vernal equinox.
- Partnership with San Mateo County Parks to host the 2023 Egg Hunt and the 2022 Halloween festival at Flood Park, to leverage its 21 acres of parkland, native Oak and Bay trees, festival-ready spaces and amenities, ample free parking, and its location in Menlo Park near the U.S. Highway 101 bicycle and pedestrian overcrossing.



**THANK YOU**