



**SPECIAL AND REGULAR MEETING MINUTES**

**Date:** 2/13/2024  
**Time:** Special City Council Meeting 5:00 p.m.  
Regular City Council Meeting 6:00 p.m.  
**Locations:** Teleconference and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**Special Session**

**A. Call To Order**

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

**B. Roll Call**

Present: Combs (arrived 5:03 p.m.), Doerr, Nash, Taylor, Wolosin  
Absent: None  
Staff: City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

**C. Agenda Review**

Staff to provide an update to Consent Calendar item K6.

The City Council pulled Consent Calendar item K4. for discussion.

**D. Closed Session**

- D1. Conference with legal counsel – anticipated litigation  
Significant exposure to litigation (Paragraph (2) of subdivision (d) of Government Code §54956.9):  
One potential case
  
- D2. Conference with legal counsel – existing litigation  
Paragraph (1) of subdivision (d) of Section 54956.9)  
Name of case: Tobias Kunze and Liliana Kunze Briseno v. City of Menlo Park (Case No. 3-CIV-00590)

**Regular Business**

**E. Call To Order**

Mayor Taylor re-called the meeting to order at 6:02 p.m.

**F. Roll Call**

Present: Combs, Doerr, Nash, Taylor, Wolosin

Absent: None  
Staff: City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant City Manager Stephen Stolte, Assistant to the City Manager/City Clerk Judi A. Herren

## **G. Report from Closed Session**

City Attorney Nira Doherty reported that the City accepted a settlement offer agreement from the plaintiff in the Kunze vs. the City of Menlo Park case.

## **C. Agenda Review**

Staff to provide an update to Consent Calendar item K6.

The City Council pulled Consent Calendar item K4. for discussion.

## **H. Public Comment**

None.

## **I. Presentations and Proclamations**

### **I1. Proclamation: Black History Month (Attachment)**

Mayor Taylor introduced the proclamation (Attachment).

### **I2. Presentation: Youth Poster Exhibition**

Library and Community Services Manager Natalya Jones made the presentation.

### **I3. Presentation: American Public Works Association accreditation**

Region VIII (8) Director (California, Hawaii & Nevada) American Public Works Association Joubin Pakpour made the presentation.

## **J. Advisory Body Vacancies and Appointments**

### **J1. Consider applicants and make appointments to fill vacancies on the Library Commission (Staff Report #24-021-CC)**

The City Council made appointments to fill vacancies on the Library Commission:

- Michael Herrick – term expiring April 30, 2028
- David Pollack – term expiring April 30, 2025

## **K. Consent Calendar**

### **K1. Accept the City Council meeting minutes for January 23, 2024 (Attachment)**

### **K2. Waive the second reading and adopt an ordinance repealing and replacing Municipal Code Chapter 5.26 – Tobacco Retailer Permit to adopt by reference in its entirety Chapter 4.98 of the San Mateo San Mateo County Ordinance Code (Staff Report #24-019-CC)**

- Edward Schlesinger spoke in support of the ordinance adoption.

K3. Adopt a resolution authorizing the destruction of obsolete records (Staff Report #24-022-CC)

K4. Adopt a resolution approving the City Council Community Funding Subcommittee's recommendations for fiscal year 2023-24 community funding allocations (Staff Report #24-023-CC)

- Rebuild Together Peninsula representative Melissa Lukin spoke in support of the grant funding and provided an update on projects
- MPC Ready representative Lynne Bramlett spoke in support of the grant funding and provided information on services.
- Samaritan House San Mateo County representative Latrice Taylor spoke in support of the grant funding and provided information on services.
- County of San Mateo Jobs for Youth Program representative Jordy Pascual spoke in support of the grant funding and provided information on programs.
- Julie Shanson spoke in support of city funding for charities and reviewing that process.

The City Council discussed the governance of the organizations, City funding to organizations and impact of funds to Menlo Park residents.

The City Council received clarification on amounts requested and amounts recommended by the Community Funding Subcommittee.

The City Council directed staff to return with an item to discuss updating the policy.

**ACTION:** Motion and second (Taylor/ Combs), to adopt a resolution approving the Subcommittee's recommended 2023-24 community funding allocations to local nonprofit agencies totaling \$350,000, passed 4-1 (Wolosin dissenting).

K5. Adopt a resolution authorizing applications to the Lifeline Transportation Program fiscal year 2024-25 and fiscal year 2025-26 to support operations of the City's Crosstown and Shoppers' shuttles (Staff Report #24-024-CC)

K6. Adopt a resolution amending City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities authorizing a stipend for the Planning Commission (Staff Report #24-025-CC)

City Clerk Judi Herren provided an update to the policy (Attachment).

**ACTION:** Motion and second (Wolosin/ Nash), to approve the consent calendar with the exception of K4., passed unanimously.

## L. Public Hearing

L1. Introduce and waive the first reading of an ordinance amending the City's master fee schedule to include aquatics fees (Staff Report #24-018-CC)

Library and Community Services Director Sean Reinhart and Team Sheeper, Inc. CEO Tim Sheeper made the presentation (Attachment).

Mayor Taylor opened the public hearing.

- John Martin spoke on aquatic fees and community programming.
- SOLO Aquatics Head Coach Tom McRae spoke on operator costs and comparisons to fees at other pools.

Mayor Taylor closed the public hearing.

The City Council received clarification on non-resident rates, proposed subcontractor lane rental fees, subcontractor program schedules and spectator fees.

The City Council discussed subcontractor lane rental fee options, Belle Haven Community Campus (BHCC) pool programming and the differential between non-resident fees and resident fees.

The City Council directed returning by the end of the calendar year 2024 with future proposals to set non-resident aquatics fees at 35% higher than resident aquatics fees.

The City Council took a recess at 8:35 p.m.

The City Council reconvened at 8:47 p.m.

The City Council received clarification on impacts from a \$15 subcontractor lane rental fee.

**ACTION:** Motion and second (Nash/ Taylor), to introduce and waive the first reading of an ordinance amending the City's master fee schedule to incorporate proposed changes in fees to become effective April 1 after the ordinance is adopted to include aquatics fees and reduce the subcontractor lane rental fees to \$15, passed 3-2 (Combs and Wolosin dissenting).

- L2. Consider and adopt a resolution to amend the City of Menlo Park General Plan land use map for the parcel at 512 Durham St. and introduce and waive the first reading of an ordinance to rezone the parcel at 512 Durham St. and a portion of a parcel at 687 Bay Rd. for consistency with recently-adopted amendments to implement programs in the adopted 2023-2031 Housing Element (Staff Report #24-020-CC)

Principal Planner Tom Smith made the presentation (Attachment).

The City Council received clarification on General Plan amendments and restrictions on how many times per calendar year each element can be updated, and whether there would be impacts to any other General Plan updates planned for 2024 by making amendments now.

Mayor Taylor opened the public hearing.

- Subatheia V. spoke in opposition of the proposed rezoning of 687 Bay Rd.
- Ajay Bhoj spoke in opposition of the proposed rezoning of 687 Bay Rd.
- Altaf Ghorri spoke in opposition of the proposed rezoning of 687 Bay Rd.
- Peter Colby spoke in opposition of the proposed rezoning of 512 Durham St.
- Susan Gibson spoke in opposition of the proposed rezoning of 687 Bay Rd.
- Kevin Rennie spoke in support of the Housing Element and in opposition to the proposed rezoning of 687 Bay Rd. and 512 Durham St.
- Patrick Mealey spoke in opposition of the proposed rezoning.

- Smithy Aurora spoke in opposition of the proposed rezoning.
- Gino Massoud spoke in support of the proposed rezoning 512 Durham St.
- Adina Levin spoke on concerns related to these rezoning parcels not being included in the Housing Element discussions.

Mayor Taylor closed the public hearing.

The City Council received clarification on development proposals for the two sites, public outreach and notification and the General Plan land uses prevailing over any conflicts with the zoning ordinance for a site.

The City Council discussed continuing this item to a future meeting and alternate zonings for the two sites.

The City Council directed staff to return with a General Plan amendment to change the land use designation for the R-1-U-zoned portion of the parcel at 687 Bay Rd. to low density residential.

## **M. Regular Business**

- M1. Adopt a resolution to amend the salary schedule effective Feb. 25, 2024  
(Staff Report #24-026-CC)

Administrative Services Director Brittany Mello made the presentation (Attachment).

**ACTION:** Motion and second (Doerr/ Combs), to adopt a resolution to approve the following amendments to the City of Menlo Park salary schedule:

1. Add a new classification to the salary schedule - Emergency preparedness coordinator
2. Add a new classification to the salary schedule - Nutrition services coordinator
3. Correct an error in the program assistant classification salary range
4. Correct an error in the property and court specialist classification salary range, passed unanimously.

## **N. Informational Items**

- N1. City Council agenda topics: February – March 12, 2024 (Staff Report #24-030-CC)
- N2. Update on the Coleman-Ringwood Avenues Transportation Study (Staff Report #24-027-CC)

- Kevin Rennie spoke in support of the transportation study.

The City Council discussed alternative closures on Coleman Avenue.

- N3. Update on City-hosted community events planned in 2024 (Staff Report #24-029-CC)

The City Council directed staff to return a broader discussion about City hosted events.

- N4. Annual City Council goal setting workshop March 2 (Staff Report #24-028-CC)

## **O. City Manager Report**

City Manager Justin Murphy reported out on the Black Liberation event, Community Emergency Response Team (CERT) volunteer activation during the storms/power outages, March 2 City Council goal setting workshop and public surveys on aquatics programming and the comprehensive shuttle study.

**P. City Councilmember Reports**

City Councilmember Doerr reported out on event at Sharon Heights on community safety.

Vice Mayor Combs reported out on office hours and the Youth Advisory Committee (YAC).

**Q. Adjournment**

Mayor Taylor adjourned the meeting at 10:26 p.m.

Assistant to the City Manager/ City Clerk Judi Herren

These minutes were approved at the City Council meeting of March 12, 2024.

# Proclamation

## BLACK HISTORY MONTH FEBRUARY 2024

WHEREAS, each year, February is designated Black History Month, a time for honoring and exploring the unique culture and history of Black and African Americans and recognizing that our society's rich diversity is one of our greatest strengths; and

WHEREAS, during Black History Month, we celebrate the legacy of Black and African Americans whose power to lead, to overcome, and to expand the meaning and practice of American democracy has contributed significantly our Nation becoming a more fair and just society; and

WHEREAS, Black History Month provides opportunities for education and awareness, gaining a deeper understanding of Black and African American history, acknowledging centuries of ongoing struggle for equality and freedom, and calling our attention to the continued need to battle racism everywhere, including in our own city, thus empowering us to build a society that lives up to its democratic ideals; and

WHEREAS, we must not forget the men and women who worked tirelessly for freedom, equal rights, and justice for all persons and whose deeds contributed to broadening and enriching American culture; and

WHEREAS, during Black History Month, we honor and continue the work of Black and African Americans who have created a more fair and inclusive democracy, helping our Nation move closer to the realization of its full promise and potential for everyone; and

WHEREAS, the City of Menlo Park continues to work toward becoming an inclusive community in which all persons – past, present and future – are respected, valued equally, and recognized for their contributions and potential contributions to our community, the city, the state, the country and the world; and,

WHEREAS, February 10 of this year, the City of Menlo Park held its second annual Black Liberation Month Celebration at the Belle Haven Library which included cultural entertainment, live music and dance performances, a Youth Poster Exhibition and more; and

WHEREAS, according to the San Mateo All Together Better website, Menlo Park has the second largest Black and African American population in San Mateo County; and

WHEREAS, the City of Menlo Park is proud to honor the history and contributions of Black and African Americans in our community, throughout our state, nation and world; and

**NOW, THEREFORE, BE IT PROCLAIMED** I, Cecilia Taylor, Mayor of the City of Menlo Park, hereby proclaim and celebrate February 2024 as Black History Month in Menlo Park.



  
Cecilia Taylor, Mayor  
February 13, 2024

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-2324-004

Adopted ~~June XX 27XX~~, 2024~~3~~

Resolution No. ~~6840XXXX~~

3

provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Stipends

Per Government Code §36506, the City is authorized to pay appointed Planning Commissioners by resolution. The City Council has adopted a resolution with an amount not to exceed \$200 per month per Planning Commissioner. ~~The City is authorized to pay appointed Planning Commissioners, by resolution under Government Code §36506, up \$200 per month per Planning Commissioner.~~ Per the IRS (Internal Revenue Services), "public officer" also includes appointed members of advisory boards and committees and commissions. The Planning Commission stipend is taxable income and each member will receive a W-2.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are





# **Introduce and waive the first reading of an ordinance amending the City's master fee schedule to include aquatics fees**

City Council – February 13, 2024





## Recommendation

Staff recommends that the City Council:

- Introduce and waive the first reading of an ordinance (Attachment A) amending the City's master fee schedule to incorporate aquatics fees to become effective April 1 after the ordinance is adopted.



## Background

- The master fee schedule currently has no fees for aquatics programs
- Aquatics fees currently are set at the discretion of the aquatics operator
- The recommendation to add aquatics fees to the master fee schedule is consistent with the requirements in the new aquatics operator agreement.



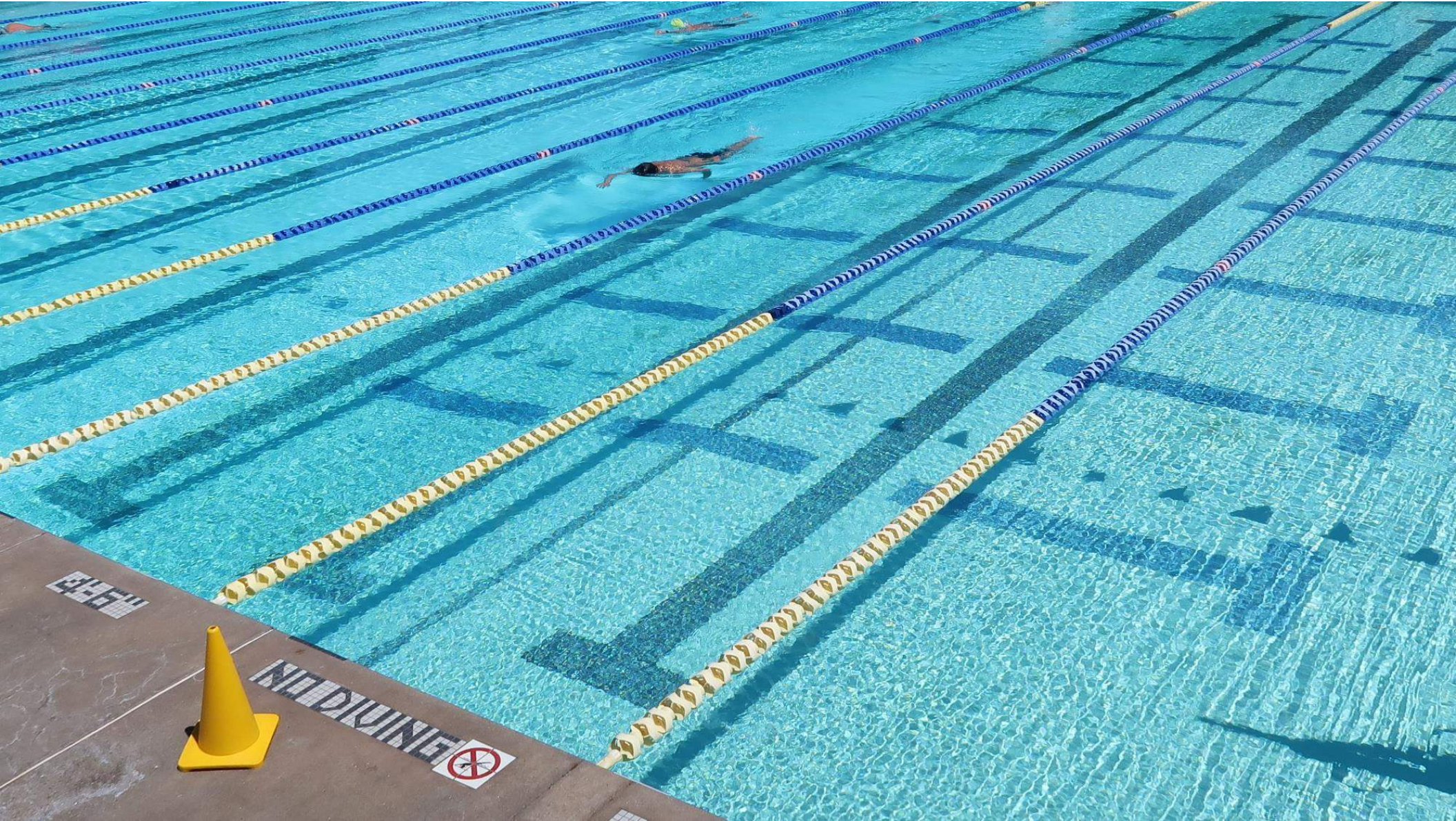
## Background

- On Jan. 9, City Council held a public hearing to introduce and waive the first reading of an ordinance amending the City's master fee schedule to include aquatics fees
- City Council provided feedback to revise the proposed aquatics fees to reevaluate how best to prioritize access for residents, and to return with additional data on the aquatics operation
- The revised proposed ordinance and fees in Attachment A incorporate City Council's Jan. 9 direction not to reduce nonresident fees below the rates currently imposed.



## Process and timeline

- By statute, the recommended aquatics fees in the ordinance in Attachment A, Exhibit A would take effect 30 days after the ordinance is adopted
- A second reading and adoption of the ordinance is tentatively scheduled for City Council on Feb. 27
- The aquatics operator would begin charging those fees on April 1
- The recommended aquatics fees are equivalent at both aquatics centers, and include the proposed new hyperlocal resident rate.





## Hyperlocal resident fee

- The proposed aquatics fees include the hyperlocal rate approved by City Council on Dec. 5, 2023
- The proposed hyperlocal fees would provide Menlo Park residents who live within the Belle Haven Community Campus service area a major, 35% reduction in fees at the new Belle Haven Pool
- It is anticipated that the discount will result in overall lower revenues at Belle Haven Pool, but it is hoped that increased usage of the facility will offset the revenue loss to some degree.





## **Additional considerations**

- Resident use target
- Operating margins
- Proposed future year escalations
- Comparisons to current and past fees



## Programs

- Programs provided by the operator
- Pandemic-related impacts and changes
- Comparisons to other local pools
- Aquatics survey
- Annual performance report to City Council – Mar. 26



## Next steps

- Staff recommends that the City Council introduce and waive the first reading of the ordinance in Attachment A
- A second reading and adoption of the ordinance is tentatively scheduled for City Council on Feb. 27
- If the ordinance in Attachment A is adopted by City Council on Feb. 27, then the aquatics operator would begin charging the new fees on April 1.





**Thank you**



# HOUSING ELEMENT UPDATE

## General Plan Land Use Map and Zoning Map Amendments





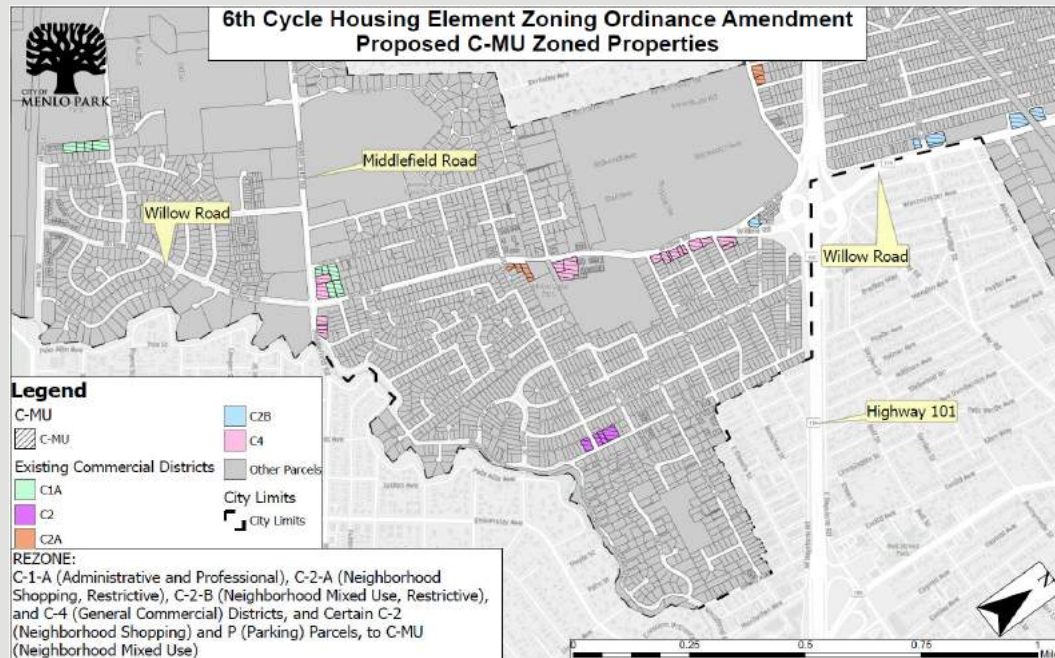
## BACKGROUND

- Housing Element adopted Jan. 31, 2023
  - Includes programs to implement zoning changes
- Zoning ordinance and zoning map amendments adopted Dec. 5, 2023
  - Included Program H4.I, Create New Opportunities for Mixed-Use Development
  - New C-MU (Neighborhood Mixed Use) district



## C-MU REZONING OVERVIEW

- Parcels in six former zoning districts rezoned C-MU in Dec. 2023







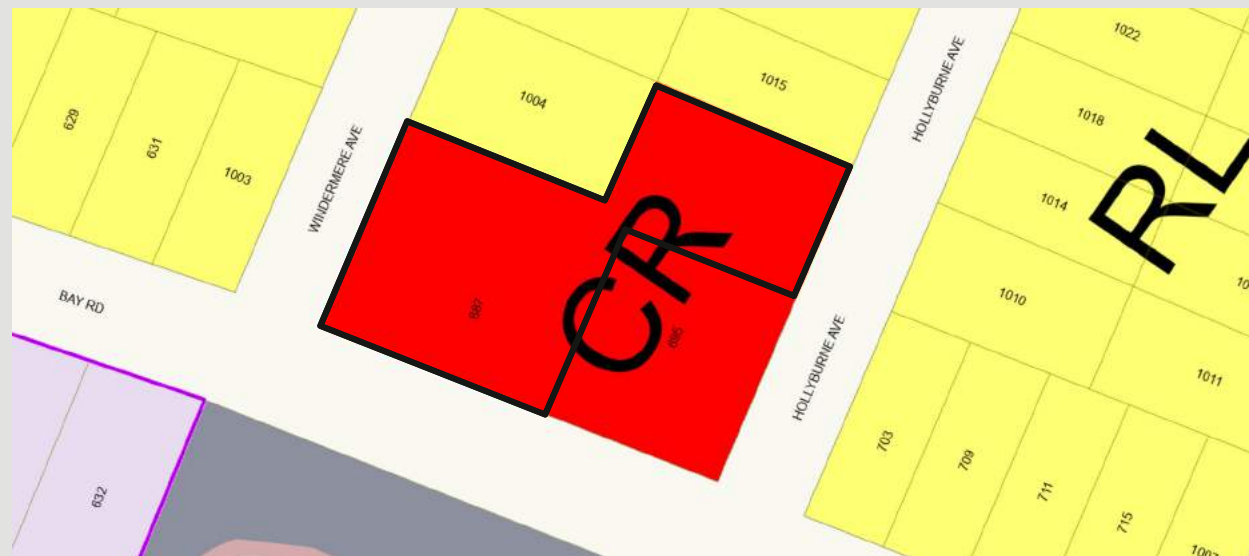
## BACKGROUND

- 687 Bay Rd. and 512 Durham St. part of existing developments partially rezoned C-MU
- Not Housing Element inventory sites, but considered in C-MU rezoning program
- No redevelopment proposals at this time



## 687 BAY RD. GENERAL PLAN LAND USE

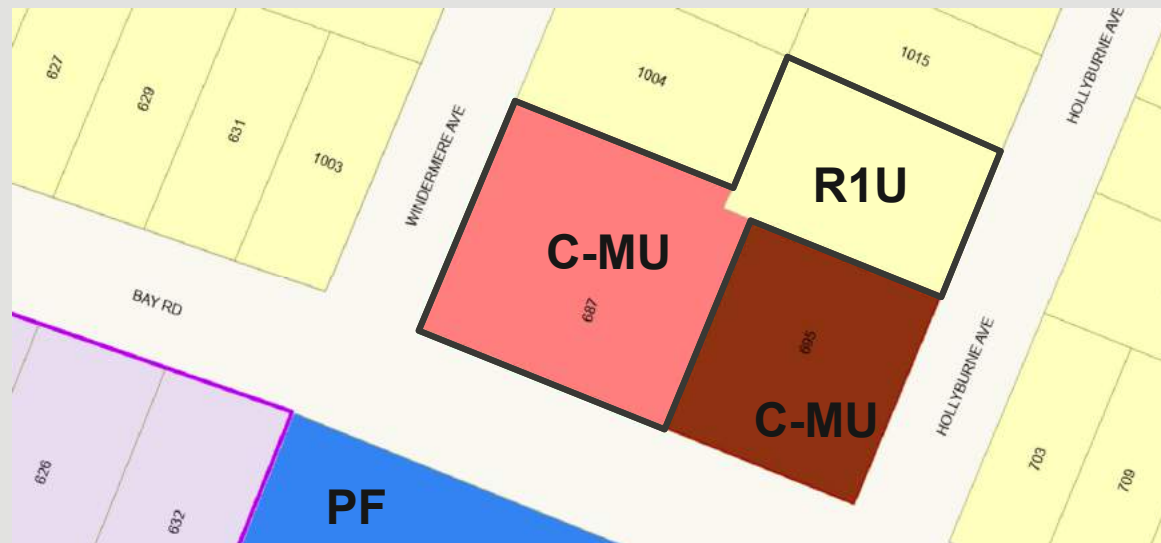
- Existing General Plan land use is Commercial/Retail





## 687 BAY RD. ZONING

- However, existing zoning is split between C-MU and R-1-U
  - Commercial/Retail land use is not consistent with R-1-U zoning





## 687 BAY RD. AERIAL MAP

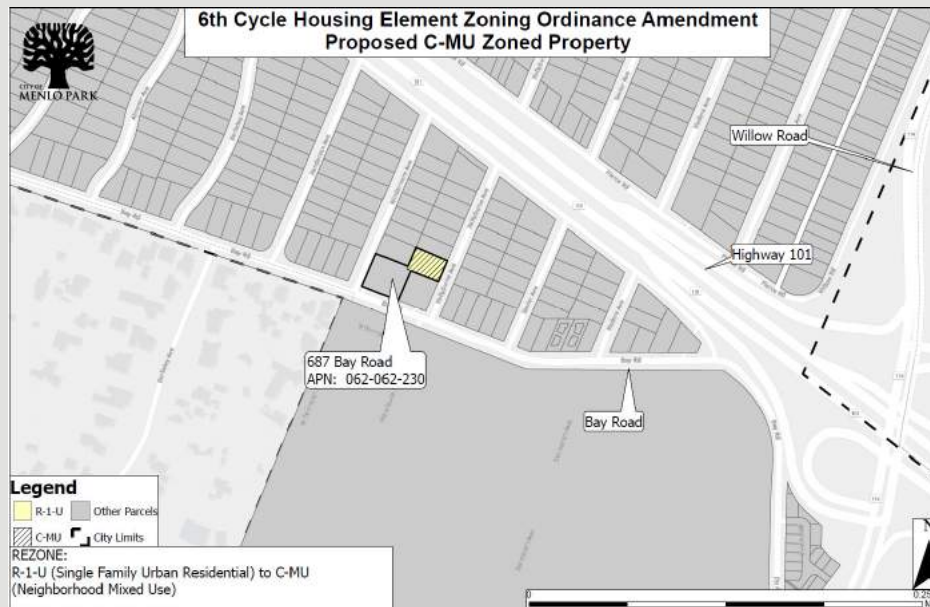
- Existing development includes office/private school and surface parking





## 687 BAY RD. PROPOSED ZONING AMENDMENT

- Rezone parking area from R-1-U to C-MU for General Plan consistency and additional housing opportunities





## 512 DURHAM ST. GENERAL PLAN LAND USE



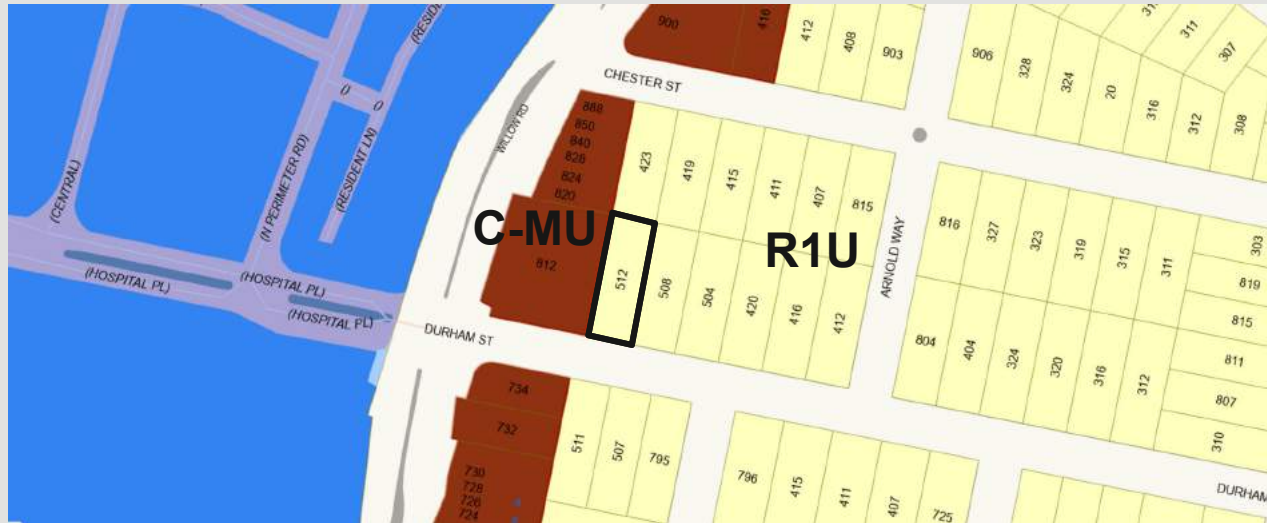
- Existing General Plan land use is Low Density Residential





## 512 DURHAM ST. ZONING

- Existing zoning is R-1-U





## 512 DURHAM ST. AERIAL MAP

- Existing development includes market and surface parking
  - Operates as part of one development with 812 Willow Rd.; nonresidential uses

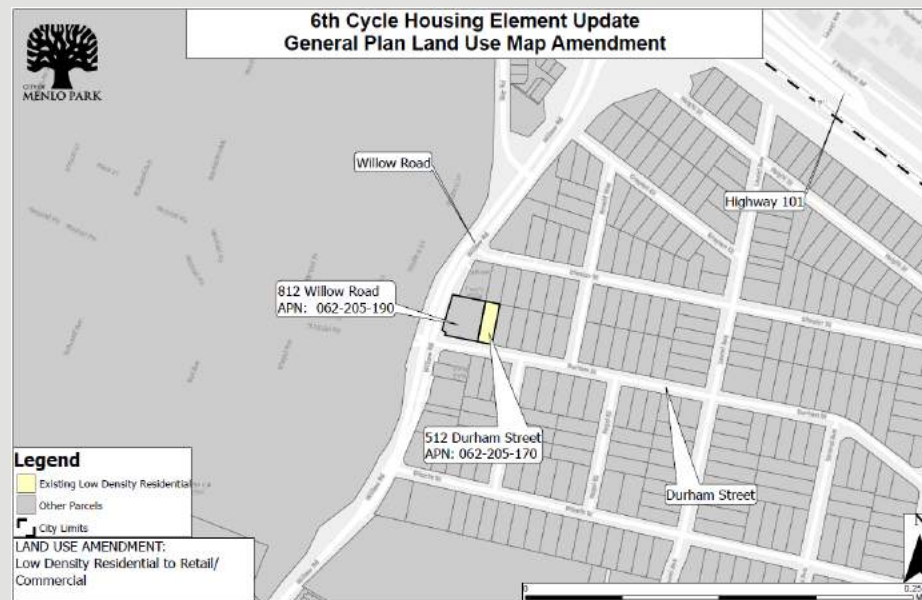






## 512 DURHAM ST. PROPOSED GENERAL PLAN LAND USE MAP AMENDMENT

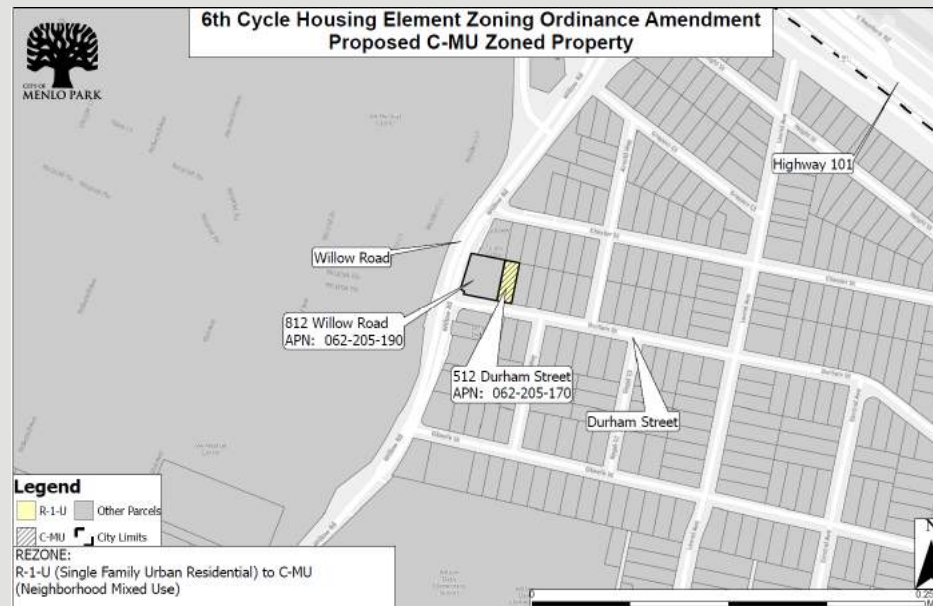
- Change land use designation from Low Density Residential to Retail/Commercial





## 512 DURHAM ST. PROPOSED ZONING AMENDMENT

- Rezone parking area from R-1-U to C-MU for additional housing opportunities





## SUMMARY

- The proposed amendments would:
  - Create potential for up to 11 more housing units
  - Provide more cohesive development opportunities
  - Ease zoning implementation
  - Create consistency with existing uses
  - Ensure consistency between General Plan and zoning



## RECOMMENDATION AND NEXT STEPS

- Staff recommends that City Council adopt the proposed amendments
  - Adopt resolution for General Plan land use map amendment for 512 Durham St.
    - Effective immediately
  - Introduce ordinance for zoning map amendments for 512 Durham St. and 687 Bay Rd.
    - Adoption at second hearing, Feb. 27
    - Effective March 28
- If not adopted, Council should direct staff to return with General Plan land use map amendment for single-family zoning consistency at 687 Bay Rd.



**THANK YOU**



# SALARY SCHEDULE AMENDMENTS

February 13, 2024

ANNEXA FAMILY  
GYMNASIUM



## BACKGROUND

- City Council retains the sole authority to amend the salary schedule
- Modifications are brought to the City Council on an as-needed basis to incorporate new classifications, changes to existing classifications, or changes to assigned salary ranges
- The salary schedule was last amended as of Nov. 19, 2023



## RECOMMENDATION

- Staff recommends that the City Council adopt a resolution to approve the following amendments to the City's salary schedule:
  1. Add a new classification to the salary schedule –  
Emergency preparedness coordinator
  2. Add a new classification to the salary schedule –  
Nutrition services coordinator
  3. Correct an error in the program assistant classification  
salary range
  4. Correct an error in the property and court specialist  
classification salary range





## NEW CLASSIFICATION: EMERGENCY PREPAREDNESS COORDINATOR

- The emergency preparedness coordinator will serve as a dedicated and expert resource for the City and will coordinate with all available partner resources
- The FTE was approved as a service level enhancement in the fiscal year 2022-23 budget
- Additionally, the City Council identified emergency preparedness as a top priority for fiscal year 2023-24 at its annual goal setting workshop in March 2023
- Adding the classification to the salary schedule will allow the recruitment process to commence



## NEW CLASSIFICATION: NUTRITION SERVICES COORDINATOR

- The nutrition services coordinator is a supervisory position that will be dedicated to enhancing nutrition services, planning and preparing nutritious meals for participants at the senior and youth centers, and providing education services to program participants
- The FTE was approved on Dec. 5, 2023, to support the new Belle Haven Community Campus opening and ongoing operations
- Adding the classification to the salary schedule will allow the recruitment process to commence



## SALARY SCHEDULE CORRECTIONS

- The salary schedule as of July 16, 2023, included an erroneous 3% increase to the salary ranges for two classifications: program assistant and property and court specialist
- The proposed amendments to the salary schedule will correct these salary ranges dating back to July 16
- Due to the timing of salary step increases and some incumbents having reached the top step in their salary range, there was minimal impact to employees
- Impacted staff were notified and Payroll will work with these employees to process the necessary corrections



**THANK YOU**