



REGULAR MEETING MINUTES

Date: 2/27/2024
Time: 6:00 p.m.
Locations: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Regular Business

A. Call To Order

Mayor Taylor called the meeting to order at 6:10 p.m.

B. 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

C. Agenda Review

The City Council pulled Consent Calendar item E2.

D. Public Comment

- Maya Sewald spoke on concerns related to a rise in crime in the Sharon Heights neighborhood and in support of LPRs (license plate readers).
- Dee Dee Dickey spoke on concerns related to a rise in crime in the Sharon Heights neighborhood and in support of increased police patrol and LPRs (license plate readers).
- Derek Marsano spoke on concerns related to a rise in crime in the Sharon Heights neighborhood and in support of LPRs (license plate readers).
- Brian Kissel spoke on concerns related to a rise in crime in the Sharon Heights neighborhood and in support of LPRs (license plate readers).
- Civic Bell representative Tyler Hawes spoke on behalf of the company.
- Kenneth Harris spoke on the legacy of Reverend Mother Campbell and Onetta Harris.
- Greg Goodwin spoke on concerns on blocked emails and requested a FOIA (Freedom of Information Act) for any documents related to email blocking policies.

E. Consent Calendar

- E1. Receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023 (Staff Report #24-035-CC)
- E2. Waive the second reading and adopt an ordinance amending the City's master fee schedule for aquatics fees (Staff Report #24-034-CC)

- Tom McRae spoke on cost recovery and concerns on the aquatics fees.

The City Council discussed fees, the February 13 City Council deliberation and including SOLO Aquatic's resident/non-resident usage data in the next aquatics update.

ACTION: Motion and second (Combs/ Doerr), to waive the second reading and adopt an ordinance amending the City's master fee schedule to include aquatics fees to become effective April 1, passed 4-1 (Wolosin dissenting).

- E3. Update City Council representatives and alternates to various local and regional agencies and as liaisons and members to City Council advisory bodies (Staff Report #24-031-CC)

ACTION: Motion and second (Doerr/ Wolosin), to approve the consent calendar with the exception of item E2., passed unanimously.

F. Regular Business

- F1. Amend the fiscal year 2023-24 budget (Staff Report #24-037-CC) (Presentation)

Assistant Administrative Services Director Jared Hansen made the presentation (Attachment).

- Pam Jones requested clarification on the number of grants received by each department.

The City Council received clarification on grants.

The City Council directed staff to include information in future budget items to outline grants per department.

Vice Mayor Combs was recused from the vote and exited the meeting.

ACTION: Motion and second (Wolosin/ Nash), to adopt a resolution approving additional appropriations and amendments to the fiscal year 2023-24 adopted operating and capital budget, 4-0-1 (Combs recused).

Vice Mayor Combs rejoined the meeting.

- F2. Accept an addendum to the Parks and Recreation Facilities Master Plan to include pickleball and provide direction on implementation (Staff Report #24-032-CC) (Presentation)

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

- Julianne Hanson spoke in support of Nealon Park tennis courts as they are used by adults and students.
- Joseph Grass spoke in support of Nealon Park tennis courts as they are used by adults and students.
- Pam Jones spoke in support of the temporary pickleball courts that can be used as tennis courts and noise mitigations.

The City Council received clarification on the timing of the study compared to decisions on where courts will be built, noise mitigations, court usage, future Parks and Recreation Facilities Master Plan (PRFMP) amendments, Youth Advisory Committee (YAC) and youth involvement in future PRFMP amendments, survey respondents, reservation system versus drop-in, outreach to Hillview Middle School and the feasibility study and timeline.

The City Council discussed impacts to pickleball addendum to the overall PRFMP, noise impacts to residents from pickleball, tennis and pickleball feasibility study, assisting with booking coach times at courts and other base needs that need addressing.

The City Council directed staff to review and implement short-term solutions for noise mitigation at Nealon Park, assist coaches with court reservations, scoping and cost of a feasibility study, including tennis and pickleball in the feasibility study and revised addendum, broadening the addendum in scope for both tennis and pickleball, evaluating the amount of time and effort a feasibility study process would entail both for staff and the community, and returning to City Council before the 2024-25 budget cycle.

The City Council took a recess at 8:28 p.m.

The City Council reconvened at 8:41 p.m.

G. Informational Items

- G1. City Council agenda topics: March 2024 (Staff Report #24-036-CC)
- G2. Police department quarterly update – Q4 October – December 2023 (Staff Report #24-033-CC) (Informe de Personal #24-033-CC)

H. City Manager Report

City Manager Justin Murphy reported out on the upcoming goal setting March 2, job fair March 1 in Redwood City and an update to the Belle Haven Community Campus.

I. City Councilmember Reports

City Councilmember Wolosin reported out on the CalTrain Local Policy Makers Group and Commute.org meetings.

City Councilmember Doerr reported out on Bay Area Water Supply and Conservation Agency (BAWSCA) meeting.

City Councilmember Doerr requested reach code approaches and ALPRs (automated license plate readers) be added to a future agendas.

City Councilmember Nash reported out on South Bayside Waster Management Authority (SBWMA), Peninsula Clean Energy (PCE) and CalTrain Electrification meetings (Attachment).

Mayor Taylor reported out on the Soulful event and the passing of Reverend Mother Campbell.

J. Adjournment

Mayor Taylor adjourned the meeting at 8:56 p.m.

Assistant to the City Manager/ City Clerk Judi Herren

These minutes were approved at the City Council meeting of March 26, 2024.



AMEND THE FISCAL YEAR 2023-24 BUDGET

February 27, 2024





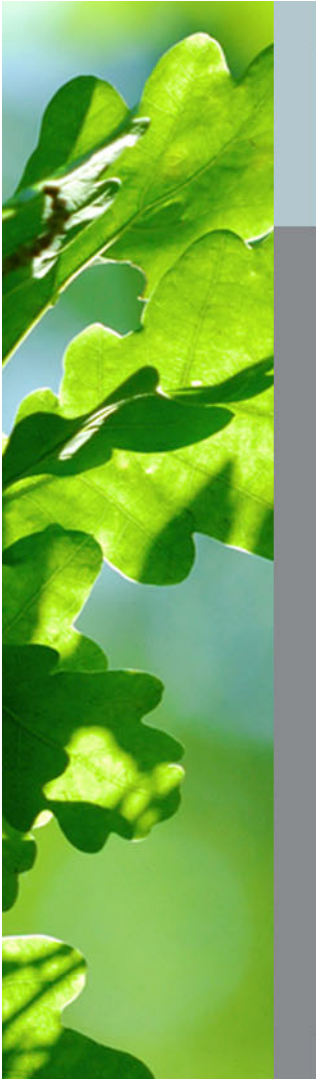
AGENDA

- Budget amendments
- General fund reserves impact
- Grant funding overview
- City Council adoption and direction



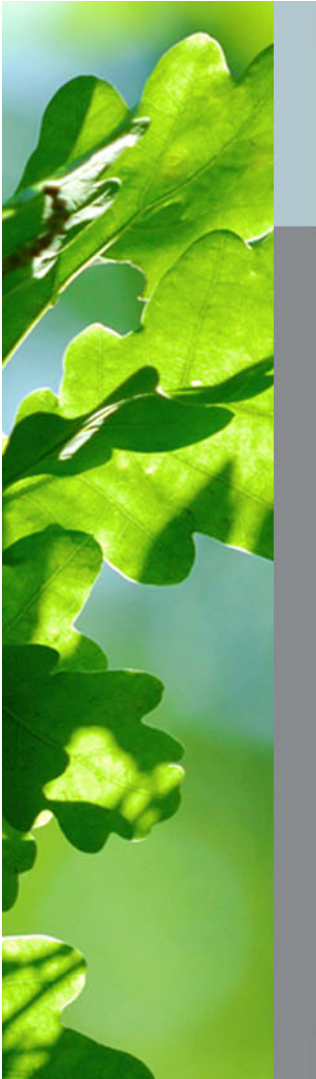
A photograph of a street scene in Menlo Park, featuring a central orange banner with the text "BUDGET AMENDMENTS" in white. The background shows a sidewalk with outdoor seating, a "harvest" sign, and a "TABAC" sign. The image is framed by teal and grey geometric shapes.

BUDGET AMENDMENTS



APPROVED FISCAL YEAR 2023-24 APPROPRIATIONS

- Following the adoption of the fiscal year 2023-24 budget, the City Council approved a number of appropriations, including:
 - Labor Agreements and side letters
 - Professional services agreement amendment with the M-Group for the Housing Element
 - Belle Haven Community Campus (BHCC):
 - Partial year operating expenditures and revenues
 - 3.0 full-time equivalent personnel (FTEs) to support the BHCC
 - Note: 2 grants were approved, but not included in the budget



PROPOSED FISCAL YEAR 2023-24 AMENDMENTS

Staff recommends the following amendments to the adopted budget:

- Revenue: total of \$2.916 million
 - \$1.600 million: Additional development and project processing fees
 - \$0.160 million: SB2 Planning Grant
 - \$0.150 million: Local Early Action Planning Grant
 - \$0.555 million: Adjustments to balance transfers in and transfers out
 - \$0.449 million: Coronavirus Response and Relief Supplemental Appropriations (CRRSA) grant revenues
 - \$0.002 million: Interest income
- Expense: total of \$1.825 million
 - \$0.030 million: Other operating expense adjustments
 - \$1.304 million: BHCC appropriation request
 - \$0.449 million: CRRSA expenses
 - \$0.042 million: CalRecycle expenses



PROPOSED FISCAL YEAR 2023-24 AMENDMENTS: BELLE HAVE COMMUNITY CAMPUS (BHCC)

Item	Additional cost (million)	Notes
1. Delay due to electrical equipment	\$0.615	Supply shortages delayed microgrid equipment and pushed out project schedule
2. Completion of City-requested enhancements	\$0.120	Pool, signage, electrical items, site work (i.e., irrigation, sidewalk, etc.)
3. PG&E delay	\$0.100	PG&E's delay in providing permanent power added five weeks to overall schedule
4. Interim services extension	\$0.055	Lease on youth center portables and other interim services through end of spring/early summer for transitional purposes
5. LEED monitoring services	\$0.024	A consultant has been retained to provide LEED monitoring services for one year after building completion to ensure that the building systems are functioning as designed
6. Noise study and noise reducing fence	\$0.230	Allowance for a noise study and noise reducing fence along the Del Norte rear property lines as directed by City Council May 23, 2023
7. Opening day festivities	\$0.040	Tentatively scheduled for mid-May 2024
8. Allowance for unforeseen items	\$0.120	10% of items 1-7
Total items 1-8	\$1.304	



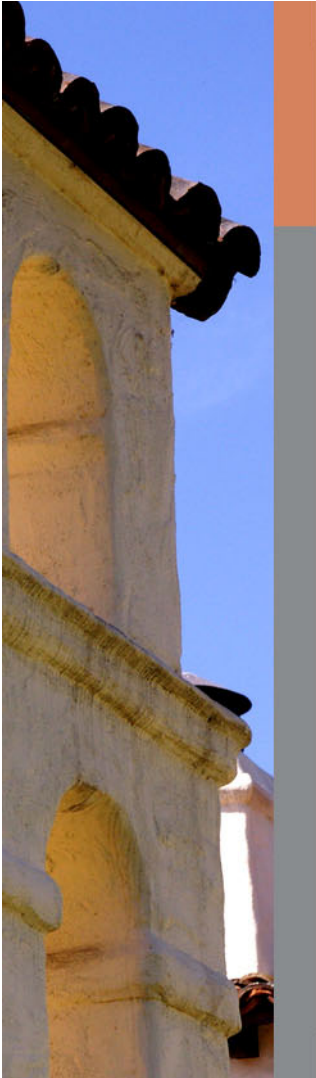
FISCAL YEAR 2023-24 BUDGET AMENDMENTS BY FUND

Fund	Revenue	Expenditure	Primary Drivers
(100) General Fund	\$1,869,000	\$874,000	Development and project processing fees, BHCC capital expense, grant funding, transfers in adjustment, other operating expense
(111) One-time Revenue Fund	\$100,000	-	Development and project processing fees
(213) CalRecycle SB 1383 Local Grant	-	\$42,151	Expenditures covered by grant funding
(222) Below Market Rate Housing	-	\$180,000	Notice of funding availability (NOFA) funds release
(258) Coronavirus Response and Relief Supplemental Appropriations (Pre-School Child Care)	\$449,193	\$449,193	Expenditures covered by grant funding (pre-school child care)
(304) Belle Haven Community Campus Fund	-	\$50,000	BHCC burglar alarm
(332) Bayfront Mitigation Fund	-	\$230,000	BHCC capital expense
(358) Landscape/Tree Assessment	\$194,164	-	Transfers in adjustment to balance transfers out
(500) Measure T 2002 GO Bond	\$1,500	-	Interest income adjustment
(501) General CIP	\$302,000	-	Transfers in adjustment to balance transfers out
Total	\$2,915,857	\$1,825,344	



GENERAL FUND RESERVES



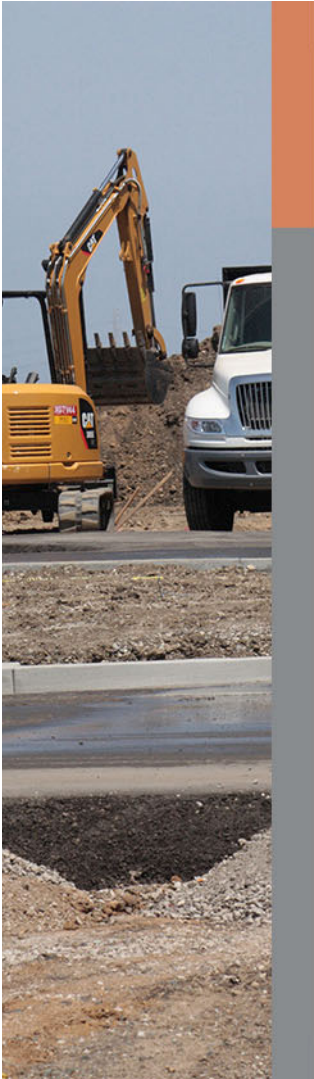


GENERAL FUND RESERVES IMPACT

- **Emergency contingency reserve:**
 - Increases from \$10.7 million to \$11.8 million to meet minimum reserve limits per City Council policy
- **Economic stabilization reserve:**
 - Increases from \$14.3 million to \$15.7 million to meet minimum reserve limits per City Council policy
- **Strategic pension reserve:**
 - Decreases from \$2.3 million to \$1.3 million for the additional Unfunded Accrued Liability (UAL) payment
- **Unassigned fund balance:**
 - Decreases from \$2.6 million to \$0.1 million for proposed budget amendments

A photograph of a street scene, likely in Menlo Park, showing a sidewalk with outdoor seating (chairs and tables) and storefronts. A sign for 'harvest' is visible, along with a red sign for 'TABAC'. The scene is partially obscured by a large orange banner with the text 'GRANT FUNDING OVERVIEW'.

GRANT FUNDING OVERVIEW

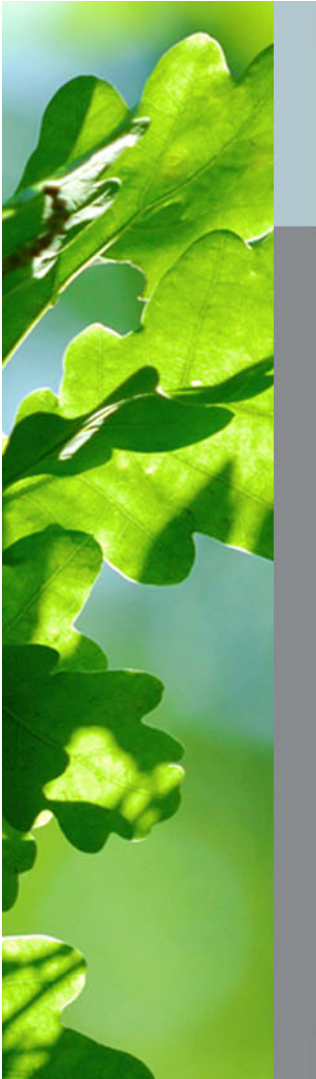


CITY GRANT FUNDING OVERVIEW

- Grants continue to be an important component of the City's overall budget strategy
- As of November 2023, the City has **\$84.2 million** in total grant awards, including grants such as the FEMA Building Resilient Infrastructure and Communities (BRIC) grant and a community electrification grant from the California Electrification Commission (CEC)
- Current total grant awards by department:
 - Public Works: \$77.9 million
 - Library & Community Services: \$3.4 million
 - General Administration: \$2.3 million
 - Community Development: \$0.3 million
 - Police: \$0.2 million
- These figures represent active grants, which may span multiple fiscal years and come from a variety of sources at the county, state, and federal levels
- Many of these funds are awarded for specific uses, and may require matching funds from the City, and/or carry other requirements
- Additionally, not all of the awarded funds listed above have been disbursed to the City at this point in time

The background of the slide is a photograph of a white stone tower with multiple arches and a tiled roof, set against a clear blue sky. The tower is partially obscured by a teal horizontal bar that contains the main title. To the left of the tower, there are vertical purple and pink bars.

CITY COUNCIL DIRECTION



CITY COUNCIL DIRECTION

- Adopt a resolution approving additional appropriations and amendments to the fiscal year 2023-24 adopted operating and capital budget

- Next steps and anticipated timeline:
 - Fiscal year 2024-25 budget principles adoption and direction for upcoming budget: April 16
 - Fiscal year 2024-25 public budget workshop: May 23
 - Fiscal year 2024-25 public hearing: June 11
 - Fiscal year 2024-25 budget adoption: June 25



THANK YOU



Accept an addendum to the Parks and Recreation Facilities Master Plan

City Council – February 27, 2024





Recommendation

- Staff and the Parks and Recreation Commission (PRC) recommend that City Council accept an addendum to the Parks and Recreation Facilities Master Plan (Addendum) to include pickleball (Attachment A) and provide direction on implementation.

Background

- City Council directed City staff to work with the PRC to develop a focused Addendum to include pickleball
- When the Parks and Recreation Facilities Master Plan (PRFMP) was developed in 2019, pickleball had not yet emerged as a sport requiring the use of current and/or future recreation facilities in Menlo Park
- The PRC and City staff developed the Addendum with robust analysis and community input, and the PRC recommended the City Council accept the Addendum.



Purpose

- The PRFMP is an effective and essential tool to help guide decision-making in the near-term and over the long-term
- New community needs emerge from time to time, and needs may evolve over time
- Changing community needs with the potential to result in capital improvements to the City's parks and recreation facilities
- Recommended practice is to evaluate the needs in the context of the City's overall facility master plans.



Focus areas

1. Provide recommendations related to current and future pickleball facilities in Menlo Park
2. Establish a recommended timeline for periodically reviewing the PRFMP to provide updated information and to create new addenda, if needed, to reflect evolving needs and circumstances
3. Create a framework and reference point to help guide the formation of other PRFMP addenda that may be deemed necessary in the future.



Recommendations

1. Nealon Park. Continue the four pickleball courts currently located at Nealon Park temporarily pending evaluation of noise mitigation measures. Consider noise mitigation material, and more seating for players.
2. Kelly Park. Dedicate the four pickleball courts currently located at Kelly Park exclusively to pickleball. Consider noise mitigation measures.
3. Willow Oaks Park. Leverage the opportunity of the Willow Oaks Park Improvement project to potentially construct new, purpose-built pickleball courts at Willow Oaks Park.



Recommendations in the Addendum

4. Pickleball capital project feasibility study. Evaluate potential locations for adding pickleball court capacity in Menlo Park:
 - Review all parks, joint-use facilities owned by local school districts, development projects in the pipeline that include a public recreation component, and other location opportunities.
 - Evaluate each opportunity for feasibility, cost, accessibility, site constraints, noise impacts, access and parking impacts, compatibility with other park uses, potential partners, funding sources, consistency with PRFMP goals, and other factors.
 - Establish baseline data to inform decision-making in the context of the City's overall capital improvement needs and priorities.



Recommendations in the Addendum

5. Timeline for future PRFMP reviews. Undertake periodic reviews of the PRFMP, such as once every two years to review plan progress, provide updated information regarding the City's parks and recreation facilities, and create new addenda, if needed, to reflect evolving community needs and circumstances.



Additional considerations

- Proposed implementation timeline
- Tennis and pickleball court fees and court signage
- Status updates about recreation facility projects
- Impact on city resources.



Information

- Locations of city parks with tennis and pickleball courts
- Review of pickleball facilities in other nearby jurisdictions
- Menlo Park tennis court usage survey results (2021)
- Recreation and community programs survey results
- Observations of court usage at Nealon Park (2023)
- Willow Oaks Park Improvement Project concept plan alternative including pickleball courts
- Community engagement timeline of public meetings.



Thank you

On 2/22/2024, Peninsula Clean Energy Board approved a 3-year contract for single family residential electrification

~~RFP For~~ Turnkey Installation Services

~~Select~~ experienced consultant + installation contractors team to implement three suites of installation services:

Income-Qualified No-Cost Electrification

No-cost whole-home electrification for low-income residents (Home Upgrade v2)

Market-Rate Low-Cost Electrification

Low-cost installation services to non-income-qualified residents (NEW)

Emergency Water Heater Replacements

Rapid replacement of failing gas water heaters with heat pump water heaters (NEW)