



REGULAR MEETING MINUTES

Date: 3/26/2024
Time: Regular City Council Meeting
Locations: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Regular Session

A. Call To Order

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

B. Roll Call

Present: Nash, Taylor, Wolosin
Absent: Combs, Doerr
Staff: City Manager Justin I. C. Murphy, Assistant City Manager Stephen Stolte, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

C. Agenda Review

None.

D. Public Comment

- Jacqui Cebrian spoke in support of the bike lane project on Middle Avenue.
- Evaine Young introduced themselves as the new San Mateo County LGBTQIA+ Commission representative.

E. Presentations and Proclamations

E1. Certificate of Recognition: 2023 STEM (science, technology, engineering and mathematics) Winner

Mayor Taylor presented the certificate of recognition (Attachment).

Santa Clara Valley Science and Engineering Fair Association (SCVSEFA) Board member Veena Jain accepted the certificate of recognition.

E2. Presentation: Caltrain Electrification + City Partnerships

Caltrain Director, Strategy and Policy Sam Sargent made the presentation (Attachment).

The City Council received clarification on train testing schedule availability.

The City Council took a recess at 6:30 p.m.

The City Council reconvene at 6:32 p.m.

F. Consent Calendar

- F1. Accept the City Council meeting minutes for February 27, 2024 (Attachment)
- F2. Authorize the city manager to purchase library books and media from current vendors Ingram Content Group and Baker & Taylor in total amounts not to exceed \$130,000 for Ingram Content Group and \$100,000 for Baker & Taylor during fiscal year 2023-24 (Staff Report #24-046-CC)
- F3. Award a construction contract to Casey Construction, Inc. for the 2023-24 Water Main Replacement project (Staff Report #24-048-CC)
- F4. Receive and file City Council and advisory body annual attendance report for March 2023 – February 2024 (Staff Report #24-049-CC)
- F5. Receive and file the investment portfolio reports for Sept. 30 and Dec. 31, 2023 (Staff Report #24-050-CC)
- F6. Consider and adopt a resolution accepting the 2023 Housing Element annual progress report and annual successor report (Staff Report #24-052-CC)
 - Jenny Michel spoke in support of affordable housing and housing the unhoused.

ACTION: Motion and second (Nash/ Wolosin), to approve the consent calendar, 3-0-2 (Combs and Doerr absent).

G. Regular Business

- G1. Approve fiscal year 2024-25 budget principles (Staff Report #24-053-CC)

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

- Adina Levin spoke in support of aligning budget and budget principles with City Council goals and priorities.

The City Council received clarification on how City Council goals are reflected in the budget.

The City Council discussed aligning the budget to City Council goals and priorities; adding an additional budget principle of “Strategically align and identify financial resources to implement City Council-identified top goals.” under No. 2, “Provide city services and infrastructure that contribute to quality of life in Menlo Park.”; and adding clarifying language on the tools being used by the City and San Mateo County to No. 2 C, “Strive to balance the resources and requirements of each area of the city in an equitable manner through the use of equitable tools.”

ACTION: Motion and second (Wolosin/ Nash), approve budget principles for fiscal year 2024-25 with the addition of “Strategically identify and align financial resources to implement City Council-identified top goals.”; updating No. 2 C to include “and ongoing collaboration with the Countywide Equity Working Group;” and include No. 1 “G. Evaluate the long-term structural balance of revenues and expenditures to maintain a sustainable general fund.”; 3-0-2 (Combs and Doerr absent).

H. Informational Items

- H1. City Council agenda topics: April 2024 (Staff Report #24-054-CC)
- H2. Transmittal of city attorney billing (Staff Report #24-047-CC)
- H3. Annual City Council goal setting workshop update (Staff Report #24-051-CC)

I. City Manager Report

City Manager Justin Murphy reported out on Housing Element and General Plan certification, recruitment for advisory bodies open through 5 p.m. March 27, Middle Avenue Complete Streets Project community meeting and upcoming egg hunt.

J. City Councilmember Reports

None.

K. Adjournment

Mayor Taylor adjourned the meeting at 7:06 p.m.

Assistant to the City Manager/ City Clerk Judi Herren

These minutes were approved at the City Council meeting of May 7, 2024.

Certificate of Recognition

Presented to

Anika Ghosh Basu

*STEM Winner: The Effects of Wallet Materials on
Radio-Frequency Identification*

*Santa Clara County 2023 Synopsys
Championship Science Fair*

Presented March 26, 2024



A handwritten signature in blue ink, reading "Cecilia Taylor".

Cecilia Taylor, Mayor
City of Menlo Park

Caltrain Electrification + City Partnerships

Menlo Park City Council
March 26, 2024



Key Milestones

Complete:

- Foundations (3,000+)
- Poles (2,500+)
- Traction Power Facilities (10)
- Overhead Wire (2.5 million feet)
- Upgraded the Signal System San Francisco to San Jose (31 at grade crossings)
- Energized: San Mateo to San Jose (15 miles)
- 8 trainsets on Caltrain property (1,000 mile passed by 5 trains)
- Over 1,000 First Responders Trained



Upcoming:

- Full Corridor Energized (Spring 2024)
- Additional trainsets on property and testing (Throughout 2024)
- Soft Launch (Summer 2024)
- **Passenger Service: September 2024**



Electric Train Public Tours – Over 8,000 People Attended

San Jose – August 2023
San Francisco – September 2023



Electric Train Tour + 160 Anniversary Event



- Event Details
 - May 11, 2024 (National Train Day)
 - Time: 10:30a-2:30p
 - Location: San Carlos Station
- Activities
 - Electric Train Tour
 - 160 Years of Passenger Rail
 - Community Booths
 - Food Trucks

Electrified Service Plan Benefits

Improved service for all riders



Get There Faster

Express from SF to SJ in under an hour

Quicker local service, 75 minutes instead of 100

Save nearly 30 minutes on trips from Southern Santa Clara County to SF



Ride More, Wait Less

20% more train service

26% more train service at equity priority stations

Half-hourly service during weekends and off-peak



First Class for Everyone

Free Wi-Fi

Smoother, quieter experience

Outlets at every seat

Digital trip information onboard

Spacious, accessible bathrooms



Clean and Green

GHG emissions reduced by 250K MTCO2 annually – equivalent to taking 55,000 cars off the road each year

Improves local air quality

Quieter trains, both onboard and off

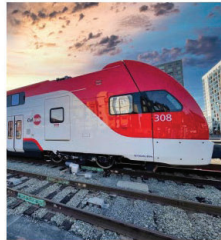
City Fact Sheets

www.caltrain.com/servicebenefits

FASTER, MORE FREQUENT CALTRAIN SERVICE COMING IN FALL 2024

ELECTRIFIED SERVICE PLAN: CITY OF SOUTH SAN FRANCISCO

Electric trains enable Caltrain to run faster, more frequent service with the same number of weekday trains we run today. This handout shows the final weekday plans for electric service in fall 2024. The schedule will be finalized in spring 2024, after the new electric trains are tested.



GET THERE FASTER

SAN FRANCISCO TO SAN JOSE IN UNDER AN HOUR
 Compared to 65+ minutes today

75 MINUTES FOR THE SAN FRANCISCO TO SAN JOSE LOCAL TRAIN
 Compared to 100 minutes today

21 MINUTES SAVED FOR THE SAN FRANCISCO TO GILROY TRIP
 Compared to a 2+ hour trip today

CLEAN AND GREEN

ALL-ELECTRIC TRAIN SERVICE FROM SAN FRANCISCO TO SAN JOSE
 Annual emissions reduced by 250K MTCO₂, equivalent to taking 55,000 cars off the road

RIDE MORE, WAIT LESS

TRAINS EVERY 30 MINUTES ON WEEKENDS
 Compared to hourly service today

TRAINS EVERY 30 MINUTES DURING MID-DAY AND EVENINGS
 Compared to hourly service at most stations today

TRAINS EVERY 15 TO 20 MINUTES DURING PEAK HOURS* AT 16 STATIONS
 Compared to 7 stations today

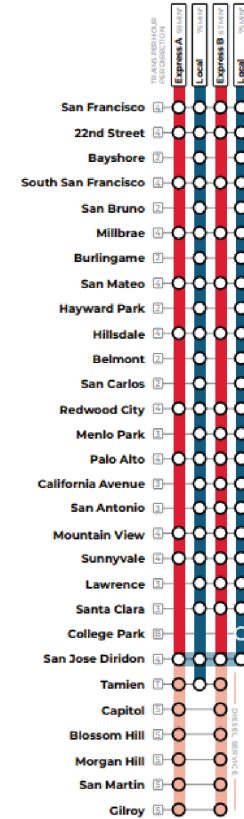
FIRST CLASS SERVICE

STATE-OF-THE-ART VEHICLES FOR SMOOTHER RIDES
 Free Wi-Fi, outlets at every seat, spacious accessible bathrooms, and digital displays with trip information

FINAL ELECTRIFIED CALTRAIN SERVICE FOR SOUTH SAN FRANCISCO

STATIONS	STATION STOPS	CURRENT SERVICE	ELECTRIFIED SERVICE
SOUTH SAN FRANCISCO	Stops per Weekday	60	104
	Weekday Stops per Peak Hour*	2	4
	Weekday Stops per Off Peak Hour	1	2

FALL 2024 ELECTRIFIED SERVICE WEEKDAY PEAK 1-HOUR SNAPSHOT



GET THERE FASTER

Most people will have quicker rides compared to service today.

Trip travel times below compare the fastest diesel trip today to the fastest trip with electrified service.

SOUTH SAN FRANCISCO EXPRESS

13 min 0 MINUTES SAVED
 To / from San Francisco

25 min 8 MINUTES SAVED
 To / from Palo Alto

47 min 19 MINUTES SAVED
 To / from San Jose Diridon

Bollarmine Service 2 STOPS PER HOUR IN EACH DIRECTION
Tamien Service 2-3 STOPS PER HOUR IN THE PEAK DIRECTION AND 1-2 STOPS PER HOUR IN THE REVERSE-PEAK DIRECTION
South County Connector Service 4 STOPS PER HOUR IN THE PEAK DIRECTION, WITH 2-3 MINUTE CROSS-PLATFORM TRANSFER AT DIRIDON
 *TRAIN TIMES SHOWN ARE FOR TRAVEL BETWEEN SAN FRANCISCO AND KING TO SAN JOSE DIRIDON STATION.
 **PEAK DIRECTION IS NORTHBOUND IN THE MORNING AND SOUTHBOUND IN THE AFTERNOON.
 NOTE: BIRKENWAY STATION PROVIDES WEEKEND SERVICE ONLY. TRAVEL TIMES MAY CHANGE PENDING FURTHER TESTING AS NEW ELECTRIC TRAINS ARRIVE AND ARE INTRODUCED FOR SERVICE.

FOR MORE INFORMATION



caltrain.com/electrification



calmod@caltrain.com



Electrified Service Plan Benefits

Menlo Park

FINAL ELECTRIFIED CALTRAIN SERVICE FOR MENLO PARK

STATIONS	STATION STOPS	CURRENT SERVICE	ELECTRIFIED SERVICE
MENLO PARK	Stops per Weekday	77	90
	Weekday Stops per Peak Hour*	2	3
	Stops per Weekend	33	66

MENLO PARK STATION

EXPRESS

37 min  6 MINUTES SAVED

To / from San Francisco

2 min 0 MINUTES SAVED

To / from Palo Alto

29 min  1 MINUTE SAVED

To / from San Jose Diridon

www.caltrain.com/servicebenefits



Electric Train Testing



Testing Location	Start Date
Mountain View to San Jose (13 miles)	September 2023
San Mateo to San Jose (31 miles)	March 9, 2024
San Francisco to San Jose (51 miles)	April 2024

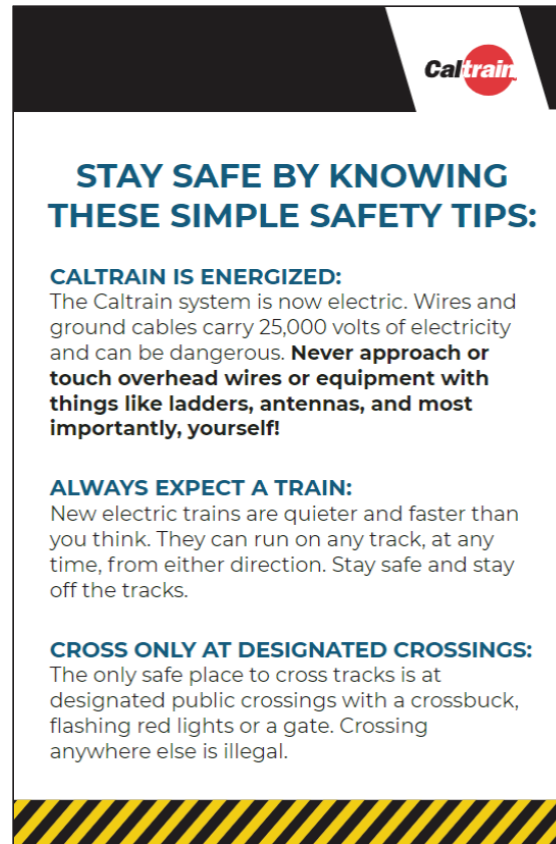
Note: Testing will continue until trains enter revenue service in Fall 2024

- Each of the 23 trainsets need to be tested for 1,000 miles
- Four trainsets have completed 1,000 mile tests
- Train testing between 10p-4a most weeknights; 1-2 test trains every hour
- Residents may hear additional noise from horns, bells, and crossing gates during train movements

Public Outreach Safety Campaign

- Community Meetings
- Residential Mailers
- Onboard Outreach
- School Campaign
- Public Service Announcements
- Right-of-way outreach

Safety Video at
caltrain.com/safety



The flyer features a white background with a black and yellow striped border at the top and bottom. The Caltrain logo is in the top right corner. The main text is centered and reads: 'STAY SAFE BY KNOWING THESE SIMPLE SAFETY TIPS:'. Below this are three sections: 'CALTRAIN IS ENERGIZED:' with a warning about 25,000 volt wires and equipment; 'ALWAYS EXPECT A TRAIN:' with a warning about quiet, fast trains; and 'CROSS ONLY AT DESIGNATED CROSSINGS:' with a warning about crossing at public crossings only.

Caltrain

STAY SAFE BY KNOWING THESE SIMPLE SAFETY TIPS:

CALTRAIN IS ENERGIZED:
The Caltrain system is now electric. Wires and ground cables carry 25,000 volts of electricity and can be dangerous. **Never approach or touch overhead wires or equipment with things like ladders, antennas, and most importantly, yourself!**

ALWAYS EXPECT A TRAIN:
New electric trains are quieter and faster than you think. They can run on any track, at any time, from either direction. Stay safe and stay off the tracks.

CROSS ONLY AT DESIGNATED CROSSINGS:
The only safe place to cross tracks is at designated public crossings with a crossbuck, flashing red lights or a gate. Crossing anywhere else is illegal.

Right-of-Way Flyer



The mailer has a yellow background with a black and yellow striped border at the top. The Caltrain logo is in the top right corner. The main heading is 'STAY AWARE, STAY SAFE.' Below this is a paragraph about the upgrade to electric power and safety rules. Three circular icons illustrate the rules: a gate, overhead wires, and a damaged wire. At the bottom, it says 'CALL 1.877.SAF.RAIL' for emergencies.

STAY AWARE, STAY SAFE.

Caltrain is getting an upgrade: out with diesel, in with electricity! While this change means big improvements for the Caltrain community, it also means new electric overhead wires will be installed to power the new trains. Electric overhead wires can be **dangerous and even life-threatening**. The new electric trains will also be much quieter than the diesel trains. You can stay safe by following a few easy rules:

Always wait for the gate
Even if you can't hear the new trains coming, make sure to wait for the gate to fully rise before crossing.

Be mindful of overhead wires
Caltrain's electric overhead wires carry 25,000 volts of electricity and can be dangerous. Never approach overhead wires with things like ladders, antennas, balloons, and most importantly, yourself!

Stay away from damaged wires
If you see a downed or otherwise damaged overhead wire, stay at least 25 feet away and call the Transit Police at 1.877.SAF.RAIL (1.877.723.7245).

CALL 1.877.SAF.RAIL
for any emergency on Caltrain, to report suspicious activity, or if you see a damaged electrical wire.

Caltrain Caltrain.com/safety

Residential Mailer

Connect with Caltrain Electrification

- Learn more at caltrain.com/electrification
- Sign-up for Project Updates: caltrain.com/get-involved
- Share Caltrain Electrification Benefits and News
- Additional Celebration Events
 - Soft Launch in Summer
 - Project Completion in September - City & Station Block Parties

City Partnership/Toolkit

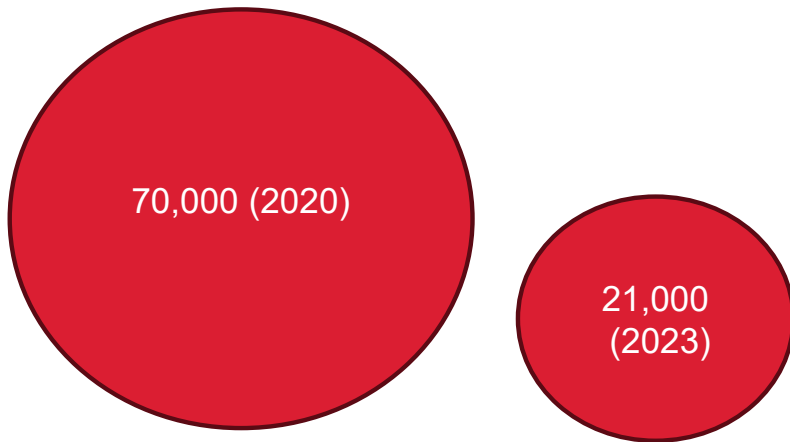


Vital Role of Caltrain-City Partnerships

The ability of Caltrain to sustain and expand service will depend in large part on cities actively supporting expansion of ridership to groups beyond Caltrain's traditional core riders.



Caltrain Ridership / Fiscal Cliff

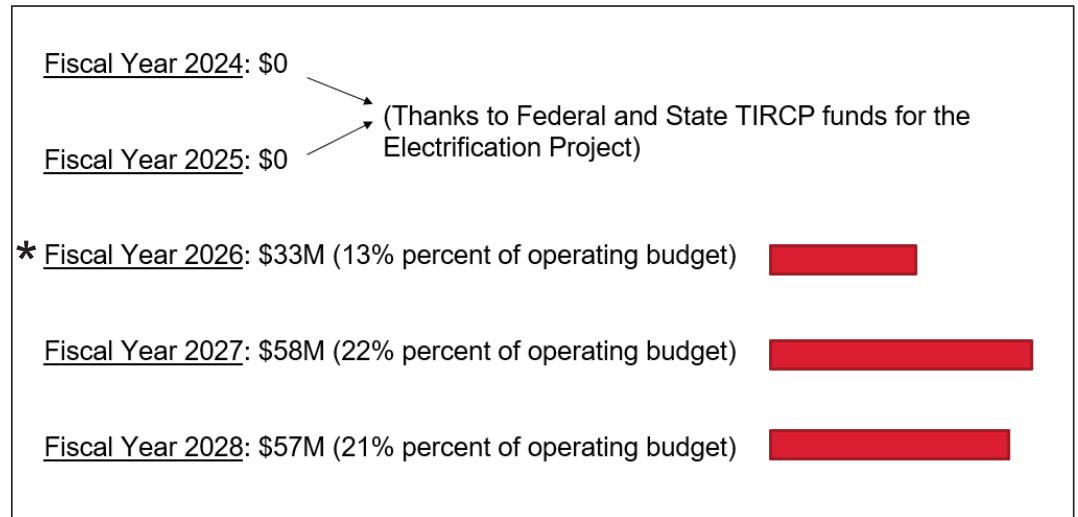


Average Daily Riders

Notes:

- Farebox Recovery 74% (2020); 30% (2023)
- 20+ closures in 2023 for electrification construction
- Average weekday ridership increased by 14% compared to the same month in prior year

Operating Deficit, Subject to Change



* Current MTC recommendation \$25M, reduce deficit to \$8M in FY26

NBC Bay Area

New Work From Home Data Shows Disparities

Among metro areas, the Bay Area had the highest percentage of remote workers, with about 35% of its workforce primarily working from home.

Feb 9, 2023

Ridership Growth Actions

- Board Adopted **Equity, Growth, and Recovery Policy**
- **Revised schedule:** standard schedule, highest level service - focused on more midday, evening and weekend service (diversify ridership)
- **Regional Coordination:** timed transfer, better signage Millbrae; GM group
- **Pass Forward Program:** Bringing in new riders by providing passes for low-income and historically disadvantaged riders
- **Fare promotions:** 50% off ticket sales, Offering low-income riders half off their fare through Clipper START program
- **Customer Experience:** 300 new bicycle eLockers, new ticket options (mobile/in-person)
- **Taskforce Created:** Cross functional, dedicated to ridership growth
- **Electrification Planned 2024**



Caltrain-City Partnership Toolkit

Creating vibrant, diverse, people-centered communities where people gather, work and connect

In partnership we can increase transit ridership and:

- Reduce traffic and parking demand
- Support downtown recovery (vibrancy and tax revenues)
- Improve employee recruitment and retention
- Incentivize workers to return to the office
- Reduce Greenhouse Gas Emissions

Partnership Models



- City Worker Go Passes
- Transportation Demand Management
- Development Agreements
- Local Ordinances
- Transportation Management Association
- Station Access
- Parking Management
- Transit Oriented Development



City Implementation

- Local governments hold significant power in transforming commuting habits.
- Each city has distinct characteristics and needs, thus requiring a tailored approach (cities can “pick and choose” from different models)
- Implementation can be tailored to ensure manageability and sustainability for each city

Through cities adopting Toolkit policies and programs, we can create a future where residents and workers enjoy a higher quality of life, and cities and Caltrain thrive.

Major Projects / Initiatives

Major Projects / Initiatives

- Corridor Crossing Strategy
- Battery Electric Multiple Unit Train
- Transit Oriented Development
- Portal (SF Downtown Extension)
- Diridon Business Case

 Railway Gazette

Battery train to take Caltrain electric operation beyond the wires

USA: The California Transportation Commission has approved funding for Stadler to supply a battery-electric multiple-unit which will enable...



Corridor Crossings Strategy



Project Delivery Opportunities

Communicate roles, responsibilities, processes, and standards for individual projects.

Outcome: Crossings Delivery Guide



Program Strategy Development

Develop a shared, corridor vision with an incremental and implementable approach for regional benefits.

Balance vision with implementable action plan

Outcome: Program Vision and Strategy

Note: Active grade separation projects will continue in parallel.

Our success will mean that we make everyday life easier for the people who live and work in our communities.



Contact Information

Caltrain Website: www.caltrain.com

City Partnerships: caltrain.com/citypartnership

Electrification Project: caltrain.com/electrification

Email: caltrainGCA@caltrain.com

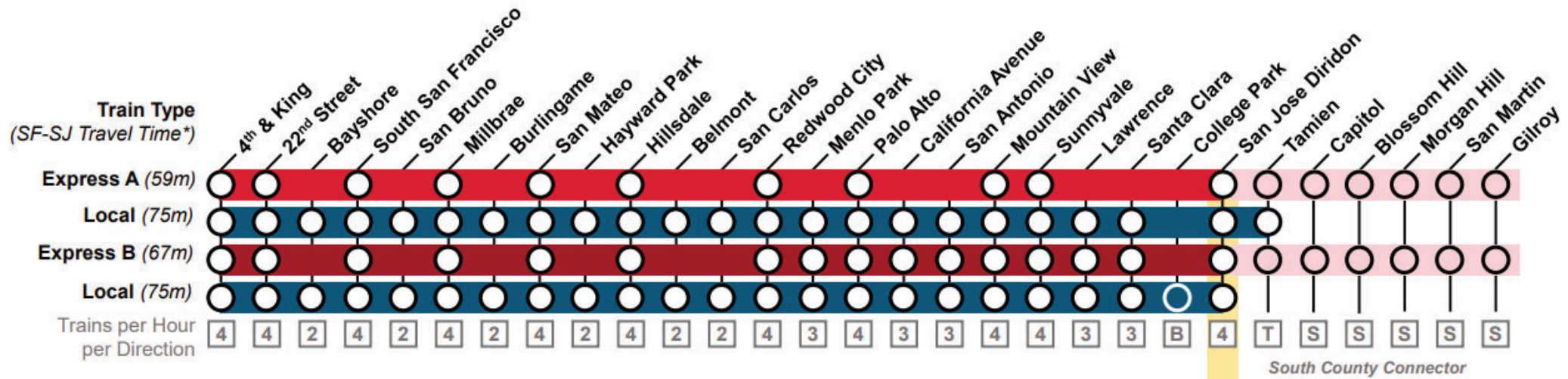
FOR MORE INFORMATION
WWW.CALTRAIN.COM



Weekday Peak Period Final Station Service Levels

Note: No Change from Proposed Electrified Service Schedule that was shared for public review in fall 2023

Peak periods vary by station, generally covering 6:30AM-9:30AM and 3PM-7PM



South County Connector

Timed Cross-Platform Connection
 Between South County Connector trains and Express trains in both directions

Diesel Service (4 Daily Roundtrips)
 South County Connector between Gilroy and Diridon

LEGEND

- Stop (one per hour per direction)
- # Stops per hour per direction

- T Tamien Service
2 to 3 stops per hour in peak direction, 1 stop per hour in reverse-peak direction
- B Bellarmine Service
2 stops per day per direction
- S South County Connector Service
4 stops per day per direction with 1-2 trains per hour in the peak direction

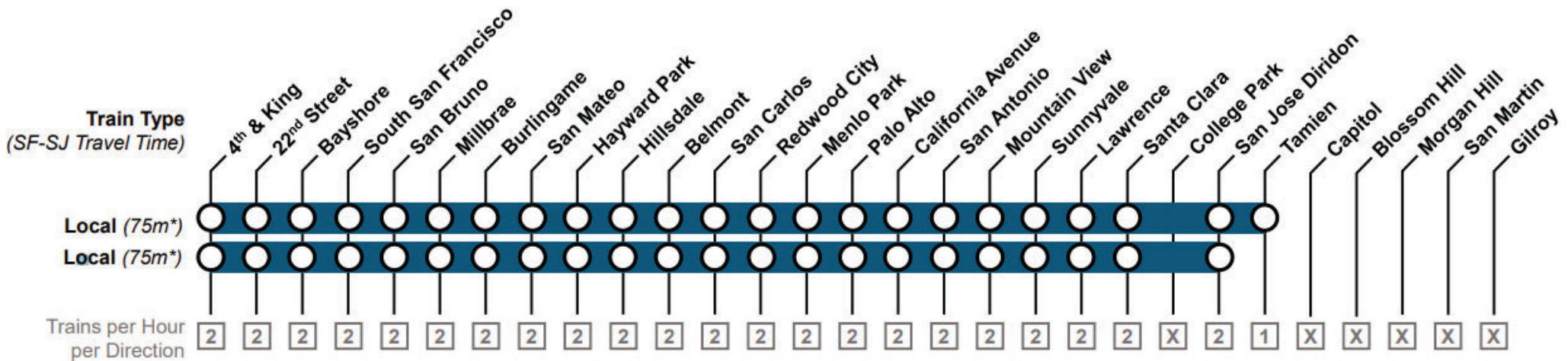
*SF-SJ travel time refers to 4th & King to Diridon Station. Travel times subject to change pending further testing as new electric trains arrive and are prepared for revenue service.



Weekday Off-Peak Final Station Service Levels

Note: No Change from Proposed Electrified Service Schedule that was shared for public review in fall 2023

Off-peak periods vary by station, generally covering 5-6:30AM, 9:30AM-3PM, and 7PM-1AM



LEGEND

- Stop (one per hour per direction)
- # Stops per hour per direction
- X No Service
Peak Period service only

*Travel times for SF-SJ refers to 4th and King to Diridon Station.
 **Travel times subject to change pending further testing as new electric trains arrive and are prepared for revenue service.



City Worker Go Passes



- Annual unlimited ride passes for city staff
- Stress-free commute across all Caltrain zones, seven days a week



Transportation Demand Management (TDM)

Encouraging transit use reduces congestion, parking needs, VMT and emissions generated by a new development

TDM measures can include:

- Free / subsidized public transit passes (Caltrain's Go Pass) for employees / residents of a new development
- Charge for parking / no parking at the development
- Public private partnership connecting transit (Caltrain) to employment / residential hubs via micromobility, bus and shuttle routes

Example: The [City of San Francisco's TDM](#) measures include fewer parking spaces relative to surrounding neighborhoods, more bicycle parking and amenities, subsidized transit passes, and delivery services facilities.



Development Agreements (DA's)

Applicable to commercial and residential developments. Early consultation with Caltrain encouraged to explore most effective approaches.



Indirect DA's can restrict vehicles and/or trips associated with a project; allows project developer latitude in SOV trip reduction.

Example: Starting in 2000, Stanford University was required to have "no net new trips" resulting from their added on-campus development. The result has been an award-winning expansion of their TDM program; Caltrain serves as a key backbone.

Direct DA's can mandate a TDM program, including a Go Pass / transit pass requirement for those in the development; can include station access improvements.

Example: Stanford University Medical Center Renewal & Replacement Project's 51 year requirement to provide annual Caltrain Go Passes to all center employees.



Local Ordinances

Reducing SOV trips, congestion and GHG emissions



Municipalities can create legislation requiring employers to provide commuter benefits supporting public transit use, biking or carpooling to work.

Example: The City of San Francisco Commuter Benefits Ordinance requires employers with 20 or more employees to offer pre-tax benefits, employer-paid benefits for transit or vanpool, provide transportation for their employees, or offer some combination of those benefits.

Transportation Management Association

Established by stakeholders with a shared interest in improving commute conditions within a geographic area.

- Non-profit, public private partnerships that provide information and resources to commuters
- Offer benefits such as free rides on public transit (e.g. Go Pass and cash incentives for bicycling)
- Funded by cities, private sector, and grants.

Examples:

- *Palo Alto TMA offers a Clipper Card loaded with their choice of a monthly pass (e.g. Caltrain)*
- *City of Mountain View's TMA provides free / low-cost transportation alternatives, including a free shuttle connecting Caltrain to various locations around the city.*
- *Stanford Research Park (SRP)'s comprehensive TMA includes transit passes, a Transit Hub facility, and assistance to employees to determine the best commute option.*



Station Access

An Essential Point of Collaboration



- Access improvements may be coordinated through a city's station area plans or DA's. Municipalities should consider engaging Caltrain when developing and updating station area plans and pedestrian and bicycle plans.
- Customers hoping to access a Caltrain station by bike often encounter compromised or intimidating routes that discourage them from riding a bike.
- Cities that install continuous, high-quality facilities that are designed for all ages and abilities are those that see the most bike access to Caltrain stations.

Example: Redwood City on Arguello Street made a quality bike facility improvement to the station by converting angled parking into a curbside bike lane protected from traffic by parallel parking.



Parking Management



Managing parking is a way to increase transit use. Programs can include:

- Reduce parking minimums or implement parking maximums in city regulations
- Paid (market rate) on-street parking, and residential parking programs (for example, requiring parking permits)
- Using revenue from paid parking to fund public services, like transit pass programs and pedestrian safety improvements.

Example: SFMTA implemented parking demand management as part of their TDM measures to ensure optimal usage and availability. Revenue from parking is invested into the sustainable transportation network (like transit). SFpark, the demand-responsive parking pricing program, periodically adjusts meter and garage pricing to match the level of demand, encouraging drivers to park in underutilized areas and garages, reducing



Transit Oriented Development (TOD)

- Housing or mixed-use developments located near transit stations that are designed to be pedestrian-friendly neighborhoods with easy access to transit.
- Creates higher density of housing, jobs, services, and shopping around public transit stations to reduce greenhouse gas emissions.
- Caltrain is supportive of TOD near our stations and encourages cities to engage with us throughout the development process.

Example: City of San Mateo's Rail Corridor Transit Oriented Development Plan provides guidance for the creation of TOD within a half-mile of Hillsdale and Hayward Park Caltrain stations, and includes transit supportive policies, land uses, development densities, height standards, and design guidelines.





FISCAL YEAR 2024-25 BUDGET PRINCIPLES

March 26, 2024

ANN BERGA FAMILY
GYMNASIUM



AGENDA

- Budget principles
- Budget development calendar
- City Council approval and direction





PROPOSED BUDGET PRINCIPLES

Staff presents the below budget principles for fiscal year 2024-25 to ensure the city manager's proposed budget reflects the City Council's foundational budget values.

1. Promote the City's long-term fiscal sustainability
2. Provide city services and infrastructure that contribute to quality of life in Menlo Park
3. Revenue sources and grant accounting



1. PROMOTE THE CITY'S LONG-TERM FISCAL SUSTAINABILITY

- A. Implement the annual payment necessary in the budget to achieve amortization of the CalPERS Net Pension Liability in accordance with the actuarial 15-year amortization schedule. This is consistent with the City Council's previously adopted budget principle to plan for an accelerated reduction of the unfunded accrued liability (UAL).
- B. Invest in technologies that minimize low value-add processes, increase transparency in communications and most efficiently utilize our talented staff.
- C. Strive to achieve City Council cost recovery goals for fee-based services.
- D. Continue to evaluate the most cost-effective method to provide services at a specified level that provides the City with flexibility in all economic conditions, including the use of contracted services, shared services, and regular and limited-term employees.



1. PROMOTE THE CITY'S LONG-TERM FISCAL SUSTAINABILITY

- E. Proactively manage the loss of institutional knowledge by documenting procedures, practices and processes and succession planning efforts, including the ability to provide for overlap in critical positions at the discretion of the city manager.
- F. Incorporate programs and initiatives that strengthen Menlo Park's standing as an employer of choice to retain highly qualified personnel.

Staff is proposing the following addition related to the structural balance in the general fund:

- G. Evaluate the long-term structural balance of revenues and expenditures to maintain a sustainable general fund.



2. PROVIDE CITY SERVICES AND INFRASTRUCTURE THAT CONTRIBUTE TO QUALITY OF LIFE IN MENLO PARK

- A. Implement ordinances and City Council adopted initiatives and strategies to contribute to the quality of life in Menlo Park now and in the future.
- B. Proactively maintain and improve existing infrastructure to minimize maintenance costs, decrease the City's greenhouse gas emissions, and increase the City's long-term disaster and climate resilience.
- C. Strive to balance the resources and requirements of each area of the city in an equitable manner through the use of equitable tools.
- D. Evaluate one-time revenues for highest and best investment recognizing the benefit of leveraging near term investments for long-term gains in financial sustainability and/or quality of life.
- E. Commit to continuous improvement in the communication of City financial information through a variety of media acknowledging that the City's professional staff and consultants are obligated to conform to accounting and reporting standards in order to provide balanced financial information that informs policymakers.



3. REVENUE SOURCES AND GRANT ACCOUNTING

- A. State the fund's surplus/(deficit) balance to show annual results and use of fund balance.
- B. Identify revenue sources for the initial year of all capital projects.
- C. Ensure a fund's fiscal year-end balance estimate is positive.



NEW BUDGET PRINCIPLE

Staff recommends the addition of one new budget principle related to the structural balance in the general fund:

1G. Evaluate the long-term structural balance of revenues and expenditures to maintain a sustainable general fund.

The remaining budget principles are identical to the prior fiscal year.



BUDGET DEVELOPMENT CALENDAR

Date	Description
March 26	City Council reviews and approves budget principles
April 16	Update on capital improvement plan
May 8	City Council workshop final report review
TBD	General fund five-year forecast review
May 21	Budget portal open to public
May 23	Public budget workshop
June 11	Budget public hearing
June 25	Budget adoption



CITY COUNCIL APPROVAL AND DIRECTION

- Approve the fiscal year 2024-25 budget principles
- Review the budget development calendar



THANK YOU

G1-CITY COUNCILMEMBER WOLOSIN PRESENTATION

Under 2. Provide city services and infrastructure that contribute to quality of life in Menlo Park

Add:

B. Strategically align and identify financial resources to implement City Council-identified top goals.