



SPECIAL MEETING MINUTES

Date: 5/14/2024
Time: 6:00 p.m.
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: Doerr, Nash, Taylor, Wolosin
Absent: Combs
Staff: City Manager Justin I. C. Murphy, Assistant City Manager Stephen Stolte, Assistant City Attorney Denise Bazzano, Assistant to the City Manager/City Clerk Judi A. Herren

C. Agenda Review

None.

D. Study Session

D1. Provide direction on the five-year capital improvement plan (Staff Report #24-082-CC)

Public Works Director Azalea Mitch made the presentation (Attachment).

- Julie Shanson spoke in support of priorities that will come out of the Environmental Justice Element and prioritizing the Belle Haven neighborhood.
- Katherine Dumont spoke in support of active transportation, climate resilience and housing and requested bike lanes and additional safety measures on El Camino Real be included.
- Karen Grove spoke in support of priorities that will come out of the Environmental Justice Element and affordable housing especially on parking lots.
- Pam Jones requested redirecting a percentage of capital improvement plan (CIP) projects funding to fund the Environmental Justice and Safety Elements.

The City Council received clarification on adding the Housing Element, Environmental Justice and Safety Elements, projects not included on the CIP, Caltrain roadway El Camino Real paving schedule, projects requiring reimbursement, Building Resilient Infrastructure and Communities (BRIC) grant program and future funding opportunities, sports field at La Entrada funding, number and level of electric vehicle (EV) chargers included in proposal, police radio replacement timeline, the extension of Middle Avenue sidewalks project and grants for Environmental Justice and Safety Elements.

The City Council discussed Belle Haven elementary construction funding, parking plaza development prioritization, a future Downtown study session, funding the Downtown redevelopment and minor repairs to the current parking lots, high-voltage circuit streetlights replacement, bike lanes on El Camino Real, Safe Routes to School program and engagement with school districts and charter schools, allocating funds from CIP for Housing Element, Environmental Justice and Safety Elements, stormwater funding, staffing projects utilizing grant funding and the purpose of identifying the impacted Districts.

The City Council directed staff to review the need for bike parking/racks master plan for the Complete Streets Commission consideration, connecting CIP projects to Housing, Environmental Justice and Safety Elements and prioritizing projects that already have funding.

E. Regular Business

- E1. Introduce and waive the first reading amending Municipal Code Section 2.04.160 Salaries – Established to modify City Council compensation (Staff Report #24-070-CC) – **continued from May 7**

City Clerk Judi Herren made the presentation (Attachment).

The City Council discussed City Council compensation.

ACTION: Motion and second (Doerr/ Wolosin), to introduce and waive the first reading amending Municipal Code (Code) Section 2.04.160 Salaries – Established to modify City Council compensation and amending Sections 2.04.100 and 2.04.120 to replace "Mayor Pro Tempore" with "Vice Mayor", 4-0 (Combs absent).

The City Council took a recess at 7:46 p.m.

The City Council reconvened at 7:58 p.m.

F. Study Session

- F1. Provide direction on updating the City Council Procedures Manual (Staff Report #24-078-CC) (Presentation) – **continued from May 7**

City Clerk Judi Herren made the presentation (Attachment).

1. Placing an item on the agenda

The City Council received clarification on the proposed City Councilmember request form.

The City Council discussed simplifying how an item is placed on an agenda procedure and the proposed form fillable fields.

The City Council directed staff to update the four City Council actions after adding an item to an agenda, adding language in the staff report of the item related to staff effort and time and urgency and include days of the week to the time a form is due.

2. Public comment

The City Council discussed public comment limits and providing certainty, time donation and a second public comment opportunity.

The City Council directed staff to retain 3-minute per speaker unless there is more than 10 speakers, then reduce to 2-minutes per speaker, remove the donation of time and add public comment timing to agendas.

3. Voting procedures

The City Council directed staff to proceed with staff recommendations.

4. City Manager and City Councilmember Reports

Staff provided an update to retain each report out as separate agenda items.

The City Council discussed the option of attaching the form to an agenda.

The City Council directed staff to include the option for attaching documents and hyperlinks to the form and include days of the week to the time a form is due.

5. Proclamation and certificates of recognition

The City Council directed staff to update “business” to “entity or organization”.

6. City Council subcommittees

The City Council directed staff to update the ad hoc subcommittee Section B. to require the creation of an ad hoc subcommittee at a meeting.

The City Council directed staff to include citywide governance with the implementation of District elections to an appropriate document (Attachment).

G. Adjournment

Mayor Taylor adjourned the meeting at 9:25 p.m.

Assistant to the City Manager/ City Clerk Judi Herren

These minutes were approved at the City Council meeting June 11, 2024.



CAPITAL IMPROVEMENT PLAN 2024-29

May 14, 2024



AGENDA

- Capital Improvement Plan overview
- Funding sources
- Prioritization
- New funding requests
 - Focus on General Fund
- Five year outlook
- Feedback and questions





CAPITAL IMPROVEMENT PLAN (CIP)



- 7 project categories
 - **City Buildings & Systems**
 - City Buildings Minor
 - **Environment**
 - **Parks & Recreation**
 - Aquatic Center Maintenance
 - Parks Improvement Minor
 - Sport Field Renovations
 - Sport Court Maintenance
 - **Stormwater**
 - **Streets & Sidewalks**
 - Street Resurfacing
 - **Transportation**
 - Traffic Signal Modifications
 - Transportation Projects
 - **Water**
 - Water Main Replacement
 - Water System Improvements



FUNDING THE CIP

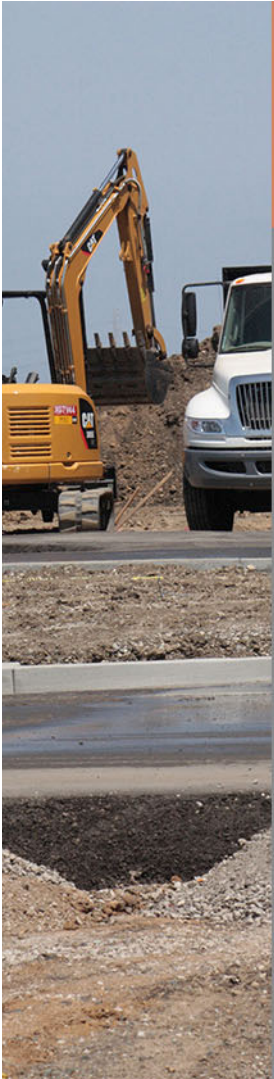


- **General Fund**
 - \$3 million baseline annual transfer to the Capital General Fund
 - \$4.7 million average annual transfer (2018-23)
- **Enterprise Fund: Water**
- **Grants**
- **Special Revenue Funds**
 - Gas Tax
 - Road Maintenance and Rehabilitation Account
 - Transportation Impact Fee
 - Construction Street Impact Fee
 - Landfill Post-Closure
 - Recreation In-Lieu fees
 - Measure T recreation bonds
 - Downtown Public Amenity Fund
 - Community Amenity Funds
 - Heritage Tree In-Lieu Fees
 - Landscaping Assessment District for street-tree related sidewalk repairs
 - Downtown Parking Permits
 - Measure A & W (San Mateo County ½ cent sales tax for transit and traffic congestion relief projects)



PRIORITIZING THE CIP

- City Council Priorities
 - Climate Action
 - Emergency and Disaster Preparedness
 - Housing
 - Safe Routes
- Planning Documents
- Funding Availability
- Staffing



THE PHASES OF A PROJECT



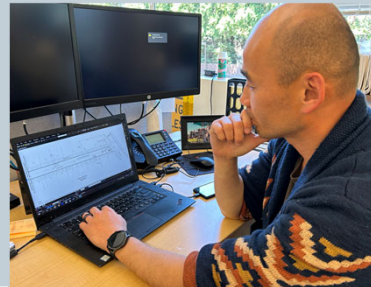
Planning

- Define project needs, goals and objectives
- Studies
- Identify staff and stakeholders
- Develop scope of work, budget, schedule



Design Ongoing

- Preliminary
- Environmental clearance
- Final design
- **Bid**



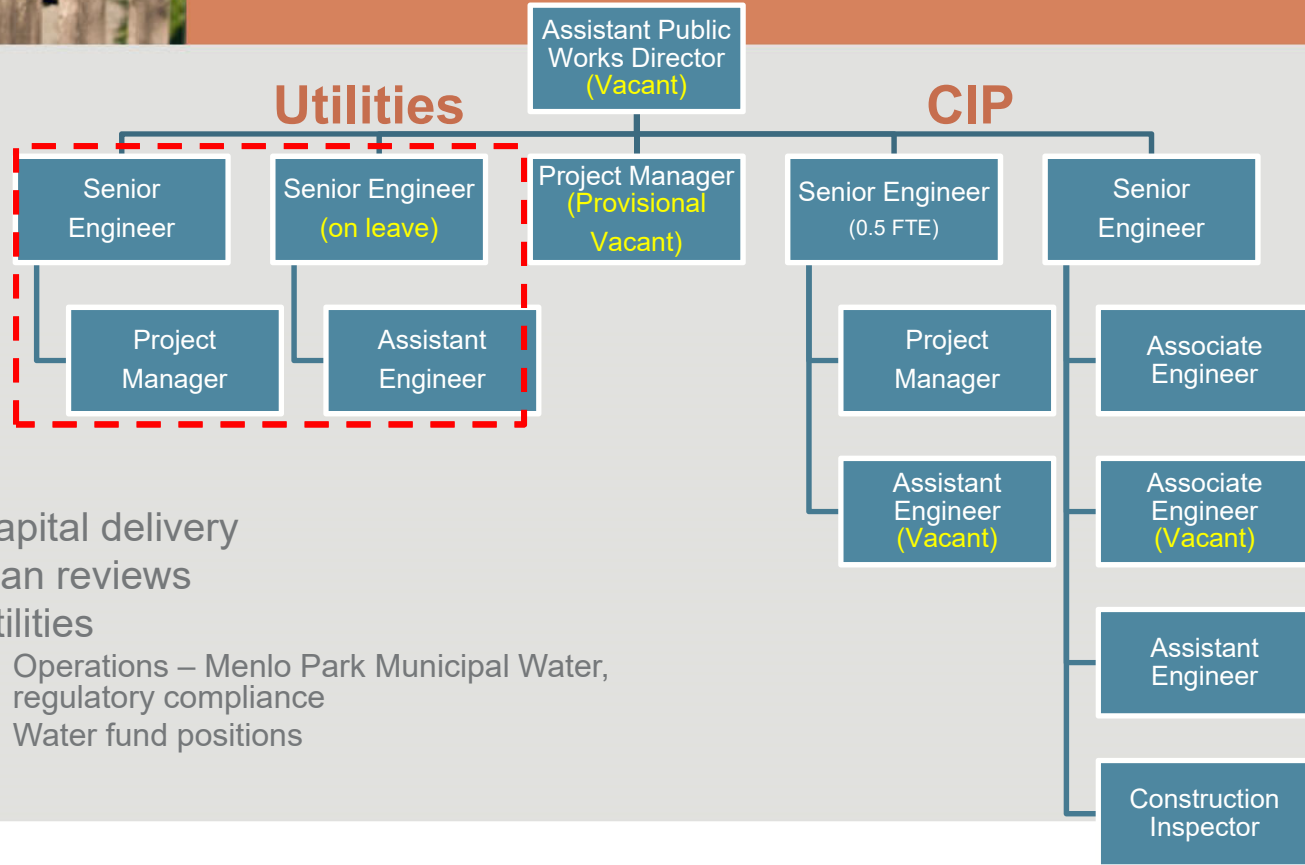
Construction

- **Award**
- Inspection





CAPITAL PROJECT DELIVERY STAFFING



- Capital delivery
- Plan reviews
- Utilities
 - Operations – Menlo Park Municipal Water, regulatory compliance
 - Water fund positions

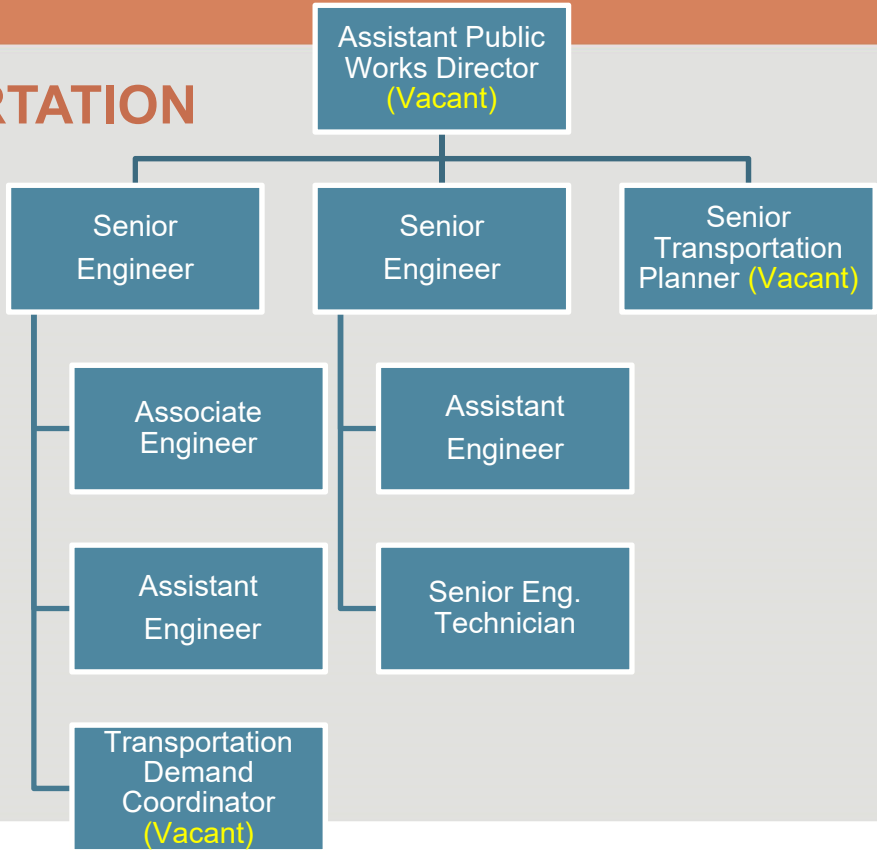


CAPITAL PROJECT DELIVERY STAFFING



TRANSPORTATION

- Capital delivery
- Operations – Traffic / signal management, shuttles, Safe Routes to School program
- Plan reviews

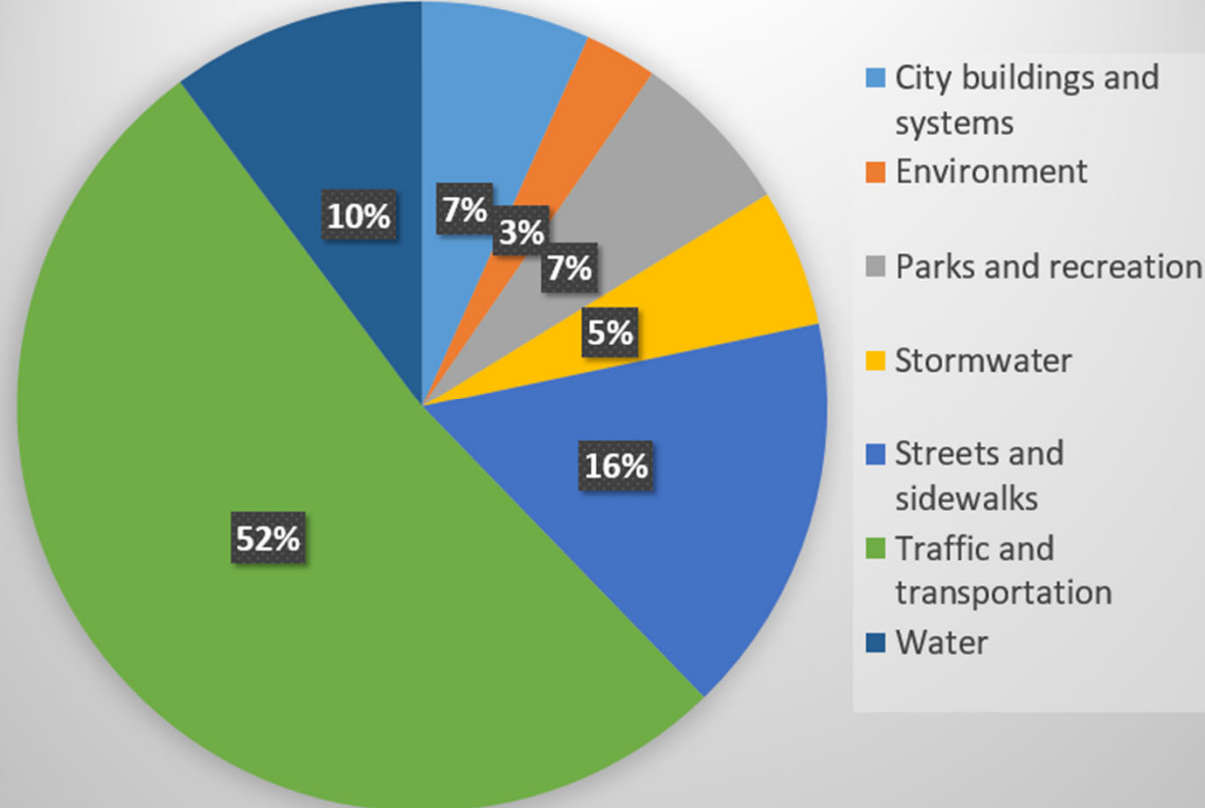




CIP FISCAL YEAR 2024-25 NEW FUNDING REQUESTS



- 64 projects
- \$54 million carry over
- **\$43 million in new funding requests**
 - \$11.4 million in ongoing program needs (25%)
 - Streets, buildings, aquatic, traffic, water
 - \$16 million for Middle Ave. Caltrain Crossing

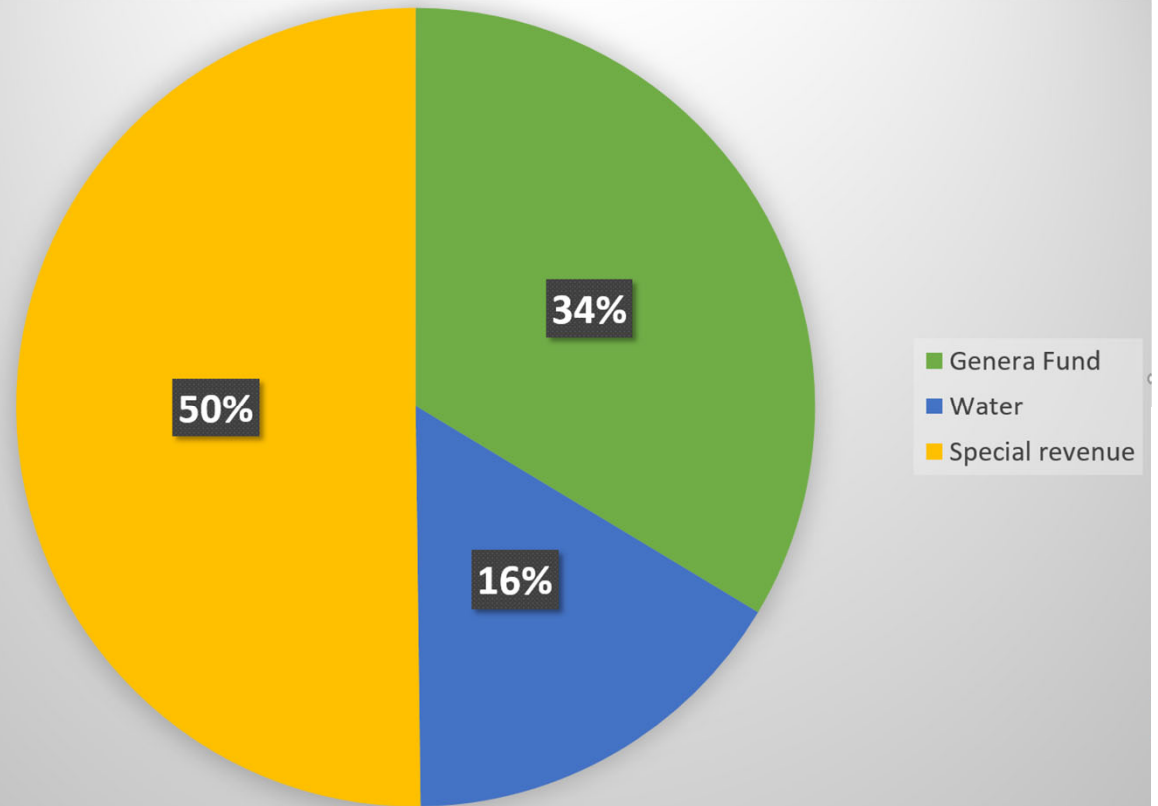




CIP FISCAL YEAR 2024-25 TOTAL PROJECT BUDGETS



- Funding sources
- \$97 million CIP budget
 - \$32.6 million General Capital Fund
 - \$15.7 million Water Fund
 - \$48.7 million Special Revenues
 - +Grants reimbursements

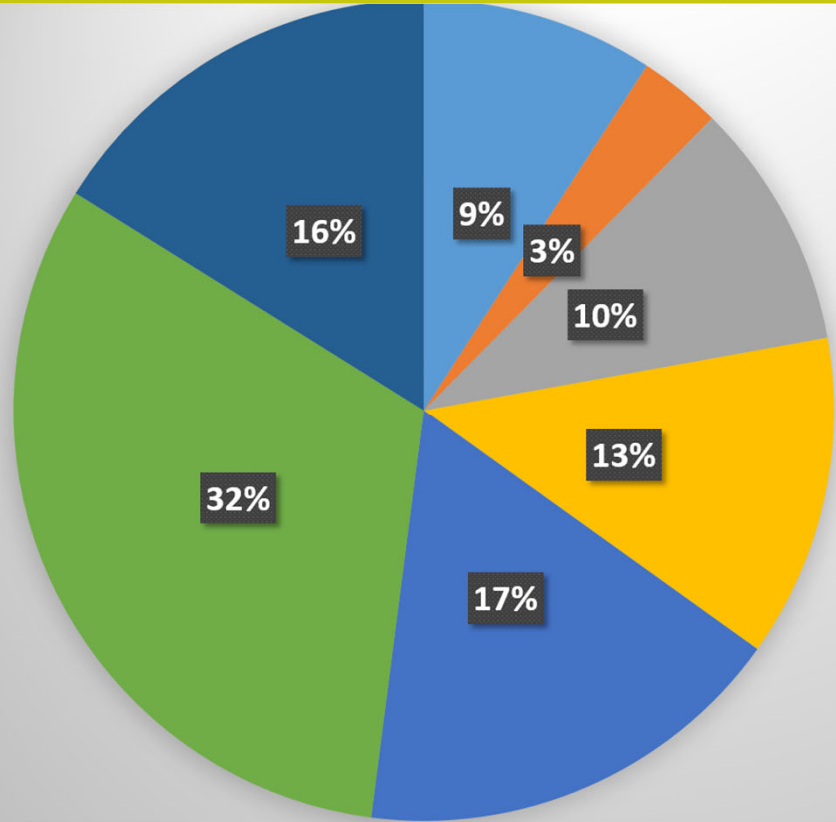




CIP FISCAL YEAR 2024-25 TOTAL PROJECT BUDGETS



- **\$97 million CIP budget**
 - \$8.9 million City buildings and systems
 - \$3.2 million Environment
 - \$9.5 million Parks and recreation
 - \$12.4 million Stormwater
 - \$16.7 million Streets and sidewalks
 - \$31.0 million Traffic and transportation
 - \$15.7 million Water



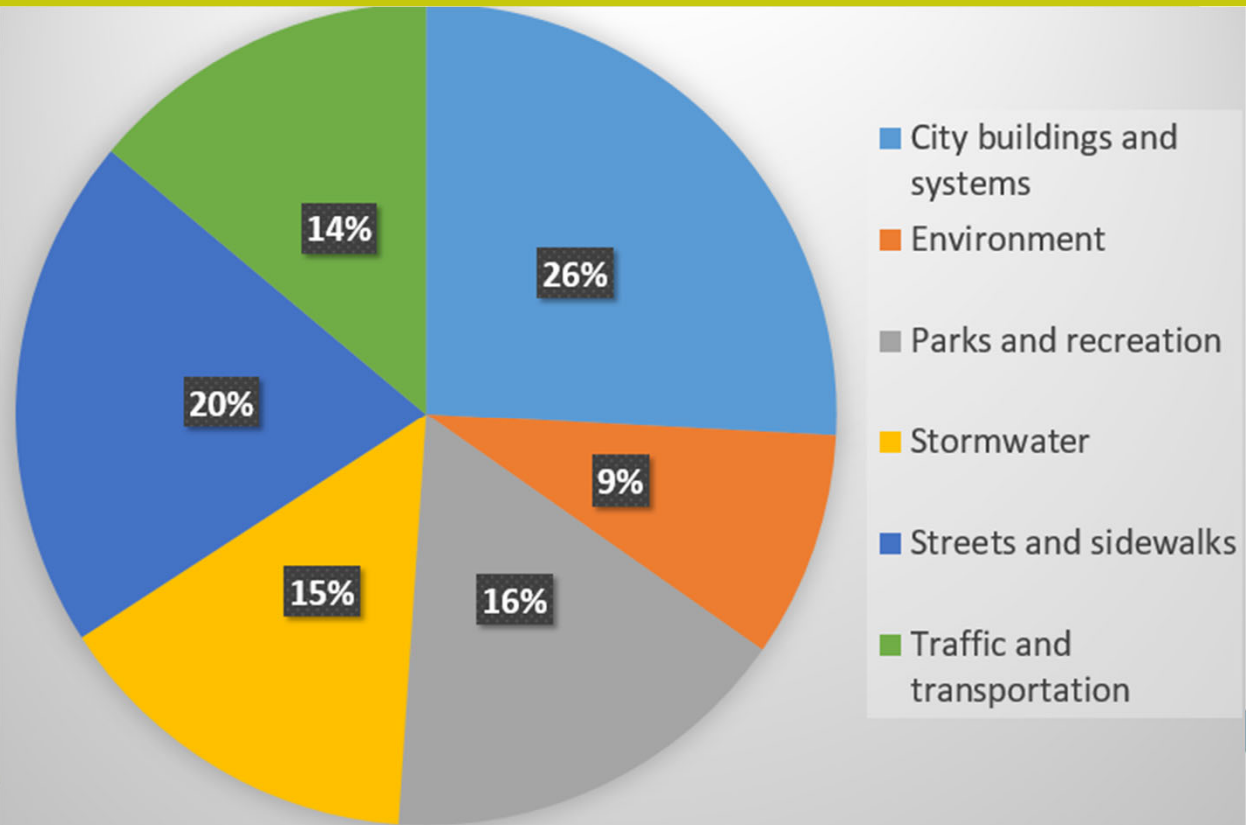
- City buildings and systems
- Environment
- Parks and recreation
- Stormwater
- Streets and sidewalks
- Traffic and transportation
- Water



CIP FISCAL YEAR 2024-25 GENERAL FUND REQUESTS



- \$12 million General Fund request
- Grants, tax credits to offset by \$7 million
- Net request
 - \$5 million transfer from General Fund to General Capital Fund



CITY BUILDINGS AND SYSTEMS



- \$2.875 million, all General Fund (26%)

Projects	New funding requested
CPB002 City Buildings (Minor)	\$200,000
CPB003 Fire Plan and Equipment Replacement for City Buildings	\$1,100,000
CPB023 Burgess Pool Building Renovations	\$805,000
CPC001 Information Technology Master Plan and Implementation	\$570,000
CPB026 Building Exterior Improvements	\$200,000

- Painting, roof replacements, general repairs, renovations



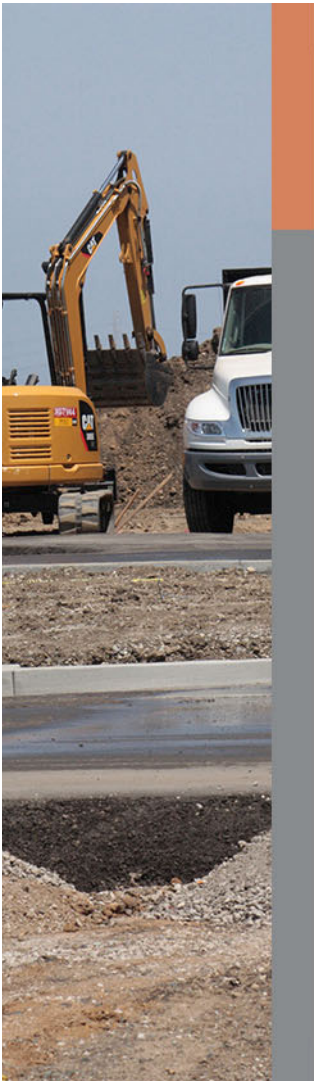
PARKS AND RECREATION



- \$1.82 million General Fund (16%)

Projects	New funding requested
CPP001 Aquatic Center Maintenance (Annual)	\$100,000
CPP005 Park Improvements (Minor)	\$300,000
CPP006 Park Pathways Repair	\$500,000
CPP007 Park Playground Equipment	\$500,000
CPP009 Sport Field Renovations	\$300,000
CPP010 Sport Court Maintenance	\$120,000

- Burgess pool deck, CO2 room
- Paths at Nealon, Burgess, Stanford Hills parks and other bike / pedestrian trails
- Playground replacements at Jack Lyle, Sharon, and Karl E. Clark parks
- La Entrada sport field
- Sport court repairs



STREETS AND SIDEWALKS

- \$2.25 million General Fund (16%)

Projects	New funding requested
CPS011 Sidewalk Repair Program	\$250,000
CPS013 High Voltage Streetlight Conversion	\$2,000,000

- High voltage – completed Suburban Park and Flood Triangle conversion, next phase for this year is for West Menlo. Future phase will include Linfield Oaks.



STORMWATER

- \$1.64 million General Fund (15%)

Projects	New funding requested
CPR002 Chrysler Pump Station	\$595,702
CPR006 San Francisquito Creek Stabilization	\$1,048,000

- Chrysler Pump Station funds were requested earlier in FY2023-24
- Memorandum of Understanding with Caltrain for the San Francisquito Creek project



TRAFFIC AND TRANSPORTATION



- \$1.550 million General Fund (14%)

Projects	New funding requested
CPT031 Middle Avenue Complete Streets	\$1,550,000

- Resurfacing scope of work: San Mateo Dr. to El Camino Real



ENVIRONMENT



- \$989,000 General Fund (9%)

Projects	New funding requested
CPE002 Electric Vehicle Chargers at City Facilities	\$600,000
CPE008 Smart Irrigation Infrastructure Project	\$389,000

- Applying for grant funding for Smart Irrigation Infrastructure Project
- Future need to fully scope the electrification of Burgess Campus and Belle Haven Child Development Center



MAJOR PROJECTS

- SAFER Bay
- San Francisquito Creek
- Parking Plaza renovations
- Street resurfacing
- Vision Zero Action Plan Implementation

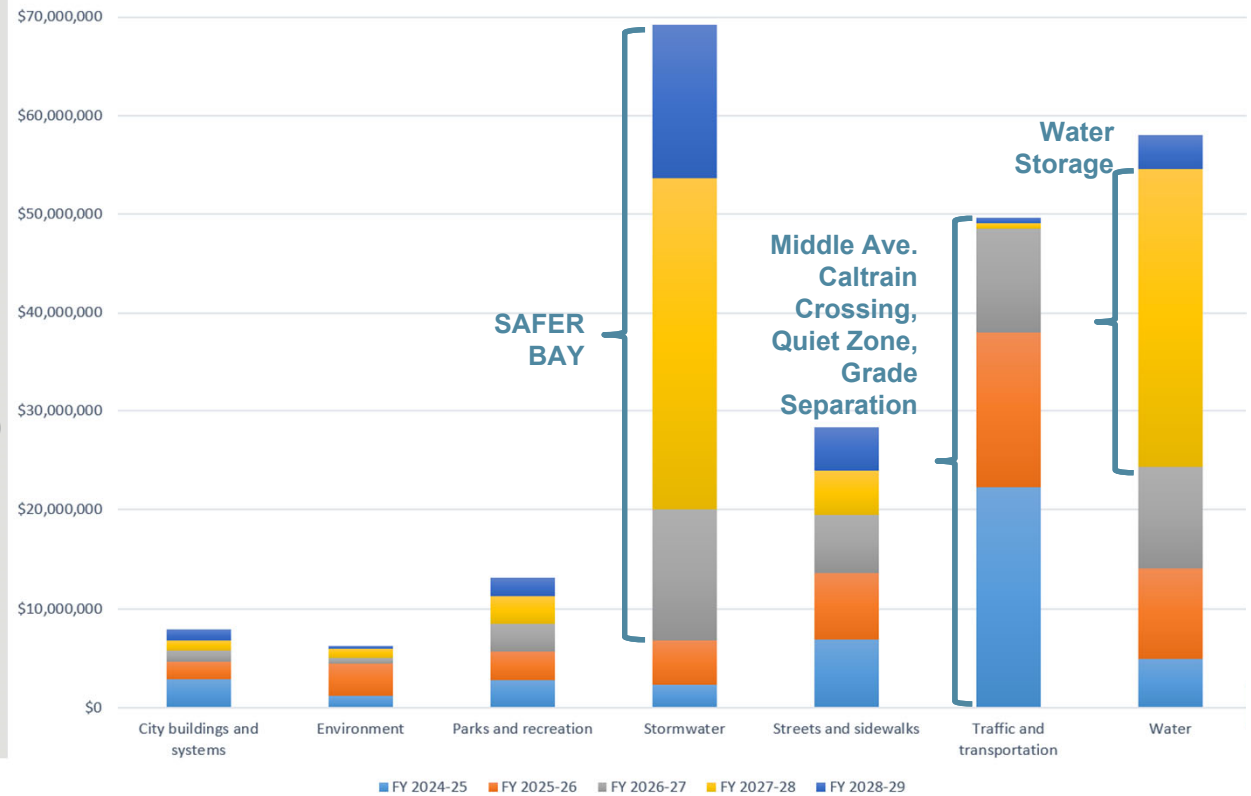




FIVE YEAR OUTLOOK ALL FUNDS



- \$11 million in ongoing needs a year
 - Streets, buildings, aquatics, water, traffic
- Stormwater
 - \$67 million for SAFER Bay project
- Transportation
 - \$4 million quiet zone (2025-26)
 - \$17.5 million grade separation (2025-27)
- Water
 - \$27 million water storage (2026-27)

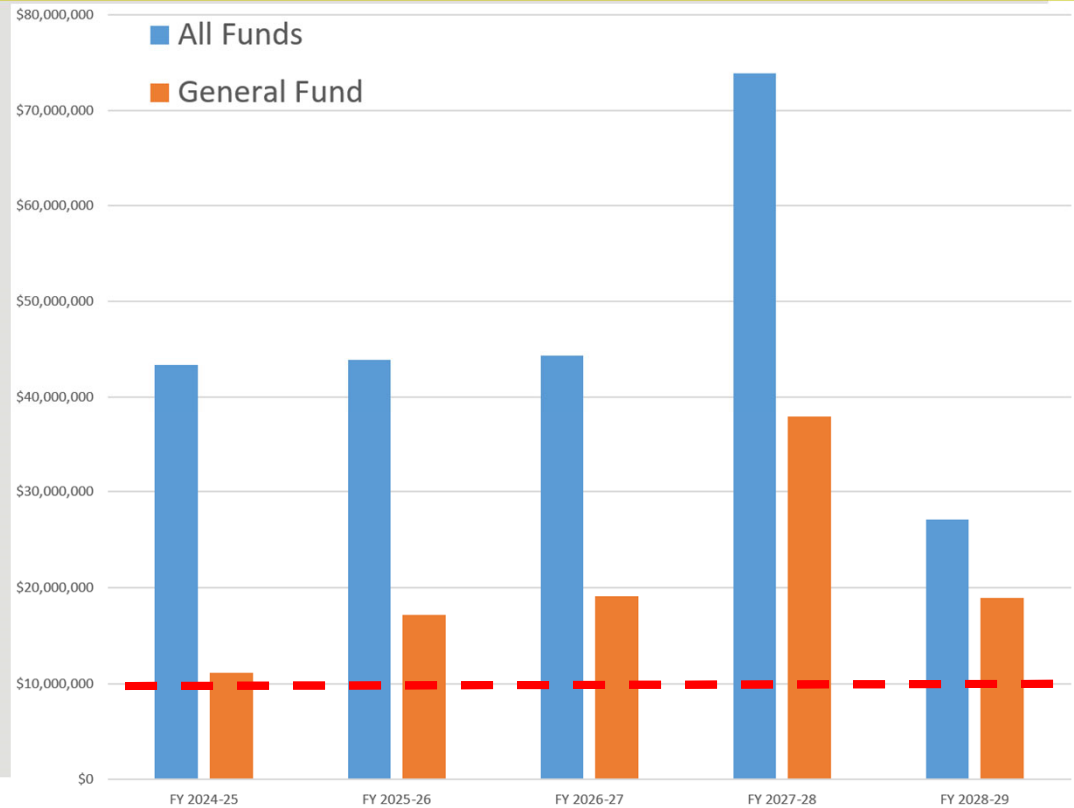




FIVE YEAR OUTLOOK – GENERAL FUND



- Unfunded needs
 - Funding studies
 - Water storage
 - \$39 million in stormwater needs
- Grade separation

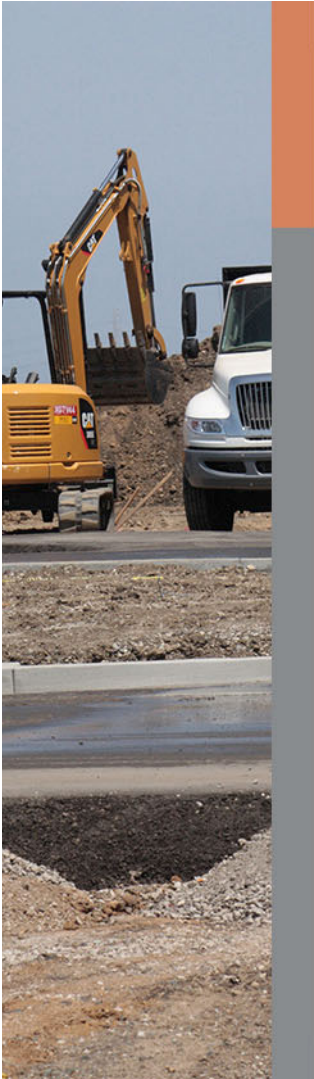




NEXT STEPS

- May 14: Council Direction
- May 23: Public budget workshop
- June 11: Public hearing on 2024-25 budget
- June 25: City Council adoption





DIRECTION REQUESTED

- Provide feedback on the funding requests.
- Strategies on minor capital needs?
 - Consolidation of water projects
 - Minor building, parks, transportation
- Projects to delay?
- Efforts that should be replaced with other projects?



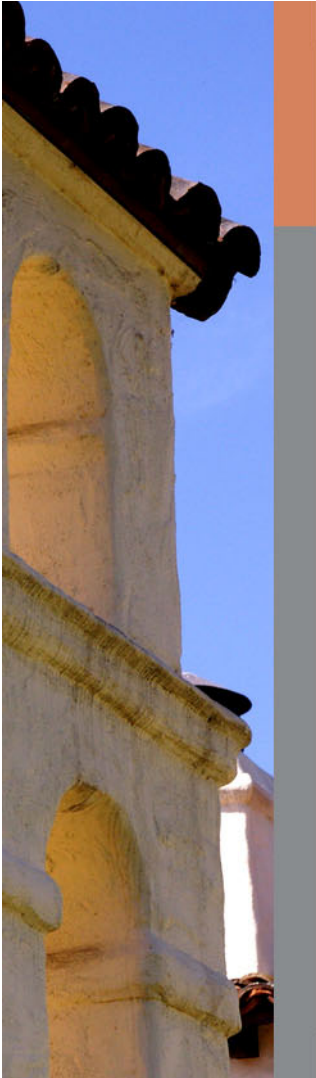


**THANK YOU &
QUESTIONS**

A wide landscape photograph serves as the background for the slide. It shows a river or stream winding through a lush green valley. The sky is filled with large, white and grey clouds, suggesting a bright but slightly overcast day. The foreground shows some reeds and grasses along the water's edge.

**INTRODUCE AND WAIVE THE FIRST READING AMENDING
MUNICIPAL CODE SECTION 2.04.160 SALARIES – ESTABLISHED
TO MODIFY CITY COUNCIL COMPENSATION**

Judi A. Herren



PROCESS

- March 12 staff report – informational item
- Ordinances require first and second reading at two different meetings
 - First read – at regular or special meeting
 - Second reading – at regular meeting
- Effective after the November 2024 election

The background of the slide is a wide landscape photograph showing a river or stream winding through green, rolling hills. The sky is filled with large, white and grey clouds, suggesting a bright but slightly overcast day. The water in the river is a deep blue. A semi-transparent blue horizontal band is overlaid across the middle of the image, containing the main title text in white.

PROVIDE DIRECTION ON UPDATING THE CITY COUNCIL PROCEDURES MANUAL

Judi A. Herren



RECOMMENDATION

- Provide direction on updates to the City Council Procedures Manual
- Input specifically requested tonight:
 1. Placing an item on the agenda
 2. Public Comment
 3. Voting procedures
 4. City Manager and City Councilmember Reports
 5. Proclamations and certificates of recognition
 6. Updates and removal of various chapters/sections of the manual



BACKGROUND



- Created in 2006
- City Council amended 2007 - 2014
- 2019 City Council established subcommittee
- March 2020, subcommittee disbanded
- 2020 – 2021 individual procedures created in-lieu of a manual
- March 12, 2024 goal setting



1. INPUT ON PLACING AN ITEM ON THE AGENDA

(ATT 5 OF STAFF REPORT)

- Seeking City Council direction and consensus around proposed updates:
 - Conforming to adopted policy
 - Incorporating direction received March 12





2. INPUT ON ORDER OF BUSINESS: PUBLIC COMMENT

(ATT Z, PAGE 8 OF STAFF REPORT)



- Seeking City Council direction and consensus around proposed updates:
 - Updates to current practice
 - Removal of name and residence requirement
 - Removal of speaker time donation
 - Visuals must be received ahead of the meeting





3. INPUT ON VOTING PROCEDURES

(ATT T OF STAFF REPORT)

- Seeking City Council direction and consensus around proposed updates:
 - Updates to current practice
 - Roll call vote procedure (remote participation)
 - Tie votes resulting during appeal
 - Reconsideration of an item





4. INPUT ON CITY MANAGER AND CITY COUNCILMEMBER REPORTS (ATT U OF STAFF REPORT)



- Seeking City Council direction and consensus around proposed updates:
 - Combining agenda item
 - Eliminate conflicts with “placing an item on the agenda”
 - Incorporating direction received March 12

City Council report out 

Name
City Councilmember's full name (first and last) Required

Agency
Agency/meeting body Required

Date
Meeting date Required

Summary
Brief summary of items related to the public interest Required



5. INPUT ON INPUT ON PROCLAMATIONS AND CERTIFICATES OF RECOGNITION (ATT V OF STAFF REPORT)

- Seeking City Council direction and consensus around proposed updates:
 - Inclusion of certificates of recognition
 - Additional procedures





6. INPUT ON UPDATES AND REMOVAL OF VARIOUS CHAPTERS/SECTIONS OF THE MANUAL (ATTs W-AA OF STAFF REPORT)



- Seeking City Council direction and consensus around proposed updates:
 - State Law
 - City Municipal Code
 - Historical overview/not a procedure or policy/added elsewhere
 - Chapter and section updates and additions

C O N T E N T S

Chapter 1
Introduction
 Purpose5X
 Overview of city documents5X
 Orientation of new City councilmembers Councilmembers6X

Chapter 2
City Council: Powers, Roles and Responsibilitiesresponsibilities
 City Council generally roles7X
Appointment of Mayor and Vice Mayor7X
 Role of Mayor and Vice Mayor-Pro-Tempore7X
 Appointment of City-city Managermanager, and City-city Attorney-attorney8X
 Role during-in a disaster8X
Appointment-of City Council advisory bodies9X
 City Council relationship-with advisory bodiessubcommittees9X
 Role of commission-advisory body liaisons9X

Chapter 3
City Council Meetingsmeetings
 General procedures14X
Regular Meeting-meetingschedule14X
 Special meetings14X
Adjourned meetings14X
Closed session14X
Study session14X
Public hearing14X
Conflict of Interest14X
 Agenda development14X
 Placing items on the agenda14X
 Notification and advertising14X
Agenda itemsX
Order of business13
 Discussion rules16X



THANK YOU

CITY COUNCIL POLICY

NUMBER:

2020-01

EFFECTIVE:

July 27, 2020

SUBJECT:**CITYWIDE GOVERNANCE BY DISTRICT ELECTED COUNCIL**

PURPOSE

To establish a policy for the Citywide governance by District Elected Councilmembers.

POLICY**A. Underlying Tenets**

1. The City Council is committed to practices and actions that promote good governance.
2. City Councilmembers will follow Council's adopted ethical norms and codes of conduct.
3. The City will continue to operate under the Council/Manager form of government.
4. City Councilmembers are elected by District but will govern taking into account the needs of the entire community.
5. The City Council will follow the City's Charter and state law.

B. Practices and Procedures

1. The City Council's decisions regarding fiscal and resource allocations will reflect a citywide, not district basis. For capital expenditures, to the extent possible, citywide master plans will govern the timing for infrastructure repair and replacement.
2. All Councilmembers will be informed of event invitations when the entire City Council is invited.
3. Current practices governing appointments to City Council subcommittees and regional boards and committees will remain in effect.
4. Communications intended for the City Council as a whole will be shared with all City Councilmembers.
5. The City Manager and staff will continue to make recommendations and provide City services based on the best interest of the community as a whole.
6. The City Council will follow the current practice of the Mayor commenting on behalf of the City in press releases and in response to media inquiries; the Mayor may request other City Councilmembers to respond as needed.
7. The City Council will follow the current practice of the Mayor speaking at events on behalf of the City Council and if not available, the Vice Mayor or other

Councilmembers who are available will speak on behalf of the City Council. Other members of the City Council and former Mayors present will be identified at the event.

8. The City Council will continue to make appointments to Boards and Commissions on a city-wide basis, with the full City Council appointing members.