City Council



SPECIAL AND REGULAR MEETING MINUTES

Date: 6/25/2024 Time: Special City Council Meeting 5:30 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

Vice Mayor Combs called the meeting to order at 5:32 p.m.

B. Roll Call

 Present:
 Comb, Doerr (Remote – Brown Act), Nash, Taylor (Remote – Brown Act), Wolosin

 Absent:
 None

 Staff:
 City Manager Justin I. C. Murphy, Assistant City Attorney Mary Wagner, Assistant to
the City Manager/City Clerk Judi A. Herren

C. Closed Session

C1. Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding labor negotiations with the Police Officers Association

Attendees: City Manager Justin I.C. Murphy, Assistant City Attorney Mary Wagner, Administrative Services Director Brittany Mello, Assistant City Manager Stephen Stolte, Human Resources Manager Charla Freckmann, Legal Counsel Charles Sakai

Regular Session

Call To Order

Vice Mayor Combs called the meeting to order at 6:45 p.m.

Roll Call

Present:	Comb, Doerr (Remote – Brown Act), Nash, Taylor (Remote – Brown Act), Wolosin
Absent:	None
Staff:	City Manager Justin I. C. Murphy, Assistant City Manager Stephen Stolte, Assistant
	City Attorney Mary Wagner, Assistant to the City Manager/City Clerk Judi A. Herren

Report from Closed Session

No reportable action.

D. Agenda Review

None.

E. Presentations and Proclamations

E1. Presentation: Sequoia Healthcare District update

Sequoia Healthcare District CEO Pamela Kurtzman made the presentation (Attachment).

The City Council received clarification on homeless assistance, service areas and updating boundaries to include all of Menlo Park.

• Pam Jones spoke in support of Belle Haven neighborhood access to healthcare.

F. Public Comment

• Jenny Michel spoke in support of people's right to choose healthcare options (Project 2025).

G. Consent Calendar

- G1. Accept the City Council meeting minutes for May 21 and June 11, 2024 (Attachment)
- G2. Award an on-call construction contract to San Francisco Roofing Services Inc. for the citywide reroofing services project (Staff Report #24-116-CC)
- G3. Authorize the city manager to execute amendments to agreements with Casey Construction Inc. and Farallon Company Engineering for on-call emergency water system services (Staff Report #24-117-CC)

ACTION: Motion and second (Taylor/ Wolosin), to approve the consent calendar, passed unanimously.

H. Public Hearing

H1. Adopt a resolution overruling protests, ordering the improvements, confirming the diagram/area of assessment and ordering the levy and collection of assessments for Landscaping Assessment District for fiscal year 2024-25 (Staff Report #24-115-CC)

Management Analyst II Joanna Chen made the presentation (Attachment).

Vice Mayor Combs opened the public hearing.

• Pam Jones spoke on tree assessment rates for single family properties.

Vice Mayor Combs closed the public hearing.

The City Council received clarification on costs associated with tree assessments for future rate assessments and on city versus property owner responsibility to repair the public-right-of-ways.

ACTION: Motion and second (Wolosin/ Doerr), to adopt a resolution overruling protests, ordering the improvements, confirming the diagram/area of assessment and ordering the levy and collection of assessments, passed unanimously.

H2. Consider and adopt a resolution approving a variance to reduce the subdivision ordinance front setback requirement for an addition to an existing single-story, single-family residence at 204 Elliott Dr. (Staff Report #24-120-CC)

Senior Planner Chris Turner made the presentation (Attachment).

Vice Mayor Combs opened the public hearing.

- Nelson Pedreiro spoke in support of the resolution approval and in opposition to the time and costs associated with the variance process.
- Deborah Lane spoke on concerns on the municipal code requirements for setbacks.
- Adina Levin spoke in support of streamlining house remodel process.

Vice Mayor Combs closed the public hearing.

The City Council received clarification on future variances for 204 Elliott Dr. and similar lots.

The City Council discussed streamlining home remodel process and permitting process.

ACTION: Motion and second (Nash/ Taylor), to resolution to approve the request for a variance to reduce the subdivision ordinance front setback requirement to allow the construction of a one-story addition to an existing one-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district at 204 Elliott Dr., passed unanimously.

I. Regular Business

11. Adopt resolutions for fiscal year 2024-25: adopting budget and capital improvement plan; establishing appropriations limit; amending salary schedule effective July 14, 2024; extending rate assistance program through June 2025; and accept award authority and bid requirements through June 2025 (Staff Report #24-121-CC)

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

- James Pistorino spoke on population increase in Menlo Park compared to number of full-time equivalents (FTEs).
- Katherine Dumont spoke in support of provisions, reporting requirements and audits on the Flock camera usage and budget.
- Adina Levin spoke in support of the Environmental Justice Element (EJ) fund and reliance on temporary staff.

The City Council received clarification on Flock cameras policy and budget.

The City Council discussed temporary staff and FTE value, funding for EJ and providing a living wage for all employees beginning with childcare teachers.

ACTION: Motion and second (Combs/ Doerr), to adopt the following resolutions, establish award levels and bid requirements:

- 1. Resolution adopting fiscal year 2024-25 budget and CIP;
- 2. Resolution establishing the appropriations limit;
- 3. Resolution extending the solid waste and water rate assistance program through June 2025; and

4. Accept award memo for authority and bid requirements through June 2025,

passed unanimously.

ACTION: Motion and second (Taylor/ Wolosin), to adopt a resolution amending the salary schedule effective July 14, 2024, passed 4-1 (Taylor dissenting).

12. Waive the first reading and introduce an ordinance adding Chapter 13.32 (Wireless Facilities in the Public Right-of-Way) to Title 13 (Streets, Sidewalks and Utilities) of the Municipal Code; adopt a resolution with small wireless facilities design, siting, engineering standards; approve the use of a master license agreement template; and waive the first reading and introduce an uncodified ordinance adopting certain fees relating to the wireless facilities permit and site license fee (Staff Report #24-119-CC)

Associate Engineer Edress Rangeen made the presentation (Attachment).

• Michael Cintran spoke in support of the approval of small wireless facilities ordinances and resolution.

The City Council received clarification on site location and fee determinations, Federal Communications Commission (FCC) regulation, city ability to regulate site location and fees and health impacts from wireless facilities.

The City Council directed staff to provide health related materials to the public.

ACTION: Motion and second (Wolosin/ Combs), to

- 1. Introduce and waive further reading of an ordinance adding Chapter 13.32 (Wireless Facilities in the Public Right-of-Way) to Title 13 (Streets, Sidewalks and Utilities) of the Municipal Code, with modifications provided by staff;
- 2. Adopt a resolution with small wireless facilities design, siting, and engineering standards for small wireless facilities in the public right-of-way;
- 3. Approve the use of a master license agreement template; and
- 4. Introduce and waive further reading of an uncodified ordinance adopting certain fees relating to the wireless facilities permit and site license fee, with modifications provided by staff,

passed 4-1 (Taylor dissenting).

J. Informational Items

J1. City Council agenda topics: July – August 2024 (Staff Report #24-118-CC)

K. City Manager Report

City Manager Justin Murphy reported out on the approved fiscal year 2024-25 budget.

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L. City Councilmember Reports

City Councilmember Wolosin reported out on the CalTrain Local Policymakers Group meeting.

Mayor Taylor reported out on the Open Town Hall – Palo Alto Airport survey and Association of Bay Area Governments (ABAG) meeting.

M. Adjournment

Vice Mayor Combs adjourned the meeting at 8:48 p.m.

Assistant to the City Manager/ City Clerk Judi Herren

These minutes were approved at the City Council meeting July 9, 2024.

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E1-PRESENTATION



Sequoia Healthcare District

For Your Health

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Our History

The

Beginning

A NEW

ERA

1938 – Community members appeal to the city council of Redwood City and vote for a hospital to serve southern San Mateo County

1949- Construction of Sequoia Hospital begins

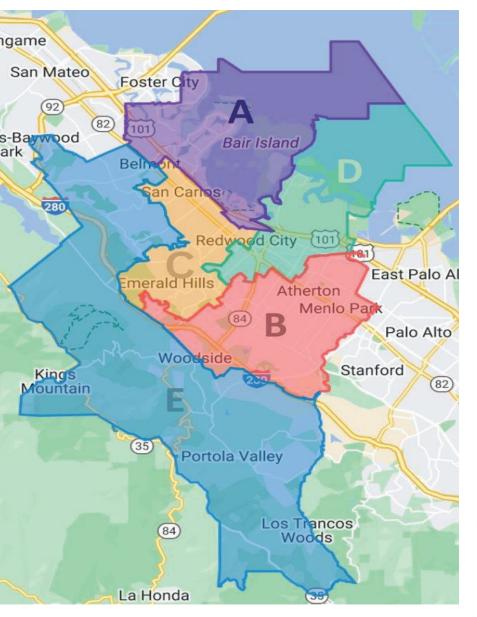
1996 – Sequoia Hospital management transferred to Catholic Healthcare West. Hospital District was then renamed the Sequoia Healthcare District

Present - SHD mission to:

- improve access to services
- reduce health disparities
- support the well well-being of all District residents



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Board of Directors



Aaron Nayfack, MD | President Represent District Zone C City of San Carlos



Ivan Martinez | Vice-President Represent District Zone D Redwood City/ North Fair Oaks



Kim Griffin, RN | Secr. Represent District Zone B Menlo Park



Jerry Shefren, MD | Director Represent District Zone E PV, Woodside, Belmont



Bill Fong, JD | Director Represent District Zone A Redwood Shores & Foster City

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Annual Revenue

- Annual budget approved each June by SHD's Board of Directors.
- 2023-24 budget just about \$18M
- Bulk of income from annual property tax- residential and commercial
- Aim to return all dollars back to the community
- Primarily act as a funder, but also run several programs
- Healthy Schools Initiative = largest program of the District- comprises 1/3 of the budget

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Our 2022-23 Community Impact

Grants	 \$4.05M awarded in Caring Community Grants 	
Healthy Schools Initiative (HSI)	 \$4.8M awarded to 8 local school districts 	
Program Collaborations	 \$3.8M in Community Impact Fund 	



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Impact Over the Last 5 Years

- Over **\$20 million** in HSI funding awarded from 2018-2023
- Over **\$18 million** in Caring

Community Grants awarded from 2018-2023 City Council Special and Regular Meeting Minutes June 25, 2024 Page 12 of 54

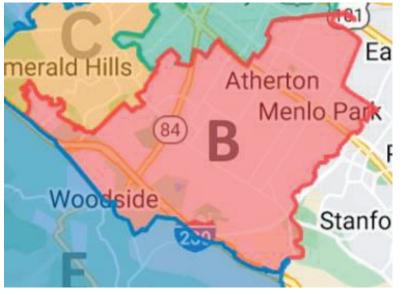
Menlo Park

7,790 residents served in Menlo Park (94025)

Community Partners currently serving Menlo Park:

- Adaptive P.E.
- California Clubhouse
- CASA of San Mateo County
- Catholic Charities CYO of the Archdiocese of San Francisco
- City of San Carlos Adult Community Center
- Community Overcoming Relationship Abuse (CORA)
- El Centro de Libertad/The Freedom Center, Inc.
- Friends for Youth
- Jewish Family and Children's Services
- Kara
- LifeMoves
- Mission Hospice & Home Care
- NCEFT National Center for Equine Facilitated Therapy

- Ombudsman Services of San Mateo County, Inc.
- One Life Counseling Center
- PARCA
- Pathways Home Health & Hospice
- Peninsula Bridge
- Peninsula Family Service
- Peninsula Volunteers, Inc.
- Planned Parenthood Mar Monte
- Redwood City PAL
- San Mateo County Sheriff's Activities League
- Second Harvest of Silicon Valley
- St Vincent de Paul of San Mateo County
- United through Education
- Villages of San Mateo County
- Vista Center for the Blind and Visually Impaired



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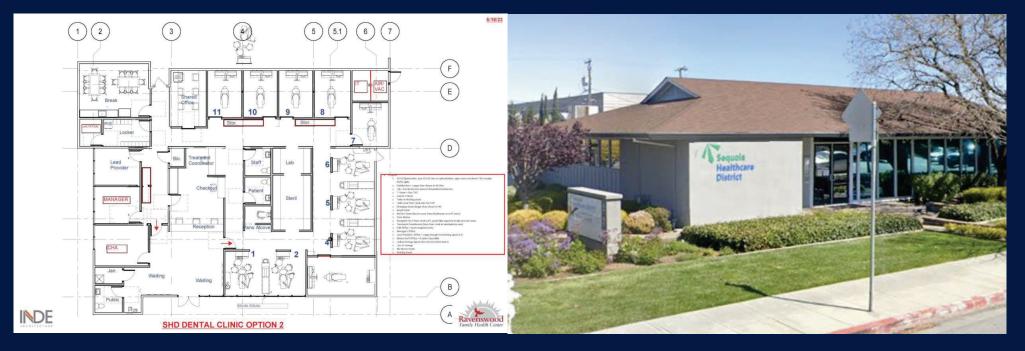
2022-2025 Strategic Plan

- 1. Equity and inclusion
- 2. Innovation
- 3. Collaboration
- 4. Communications
- 5. Advocacy



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Major Shift in Oral Health Access



NEW Dental Clinic on the horizon - \$6M community investment

In partnership with Ravenswood Family Health Center, we will convert the existing 525 Veterans Blvd. office building in Redwood City into a dental clinic

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Key Takeaways

- More than a funder, a community collaborator
- Filling critical health gaps school nurses, oral health, food insecurity, senior transportation program and many more
 - We fund health resources that are not funded by insurance companies, hospitals, schools, and local/state/federal governments.

We specialize in filling the gaps left by the traditional healthcare system.

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Thank You



Follow us on social @shealthdistrict



Visit our website seqhd.org



MENLO PARK

LANDSCAPING ASSESSMENT DISTRICT

June 25, 2024

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BACKGROUND

- 1982: Voters approved Measure N to form the Landscaping Assessment District (District)
- 1983: City established the District to provide proper street tree maintenance
- 1990: City added an assessment for the repair and maintenance of sidewalks, curb, gutter, and parking strips
- 1998: Voters approved ballot measure to increase the District fees



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SERVICES PROVIDED

- City street tree maintenance
 - Routine maintenance every five years
 - Inspections, trimming, planting, and removal requests
 - Funding: District and General Fund
- Street sweeping services
 - Funding: District and Measure M
- Sidewalk, curb, gutter, and parking strip repair and replacement program
 - Public right-of-way sidewalks damaged by city trees
 - Funding: District and General Fund



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Figure 2 – Tree Maintenance Assessments

Property Type	2024-25 Assessment Rates	
Parcels with Trees	Assessment Rate	
Single Family	\$94.12	(per Parcel)
R-2 Zone, in use as single family	\$94.12	(per Parcel)
Condominium/Townhouse	\$84.71	(per Unit, \$423.54 max. per Project)
Other Multi-family	\$75.30	(per Unit, \$376.49 max. per Project)
Commercial	\$94.12	(per 1/5 acre, \$470.610 max. per Project)
Industrial	\$94.12	(per 1/5 acre, \$470.610 max. per Project)
Parks, Educational	\$94.12	(per Parcel)
Miscellaneous, Other	\$0.00	(per Parcel)
Parcels without Trees		
Single Family	\$47.06	(per Parcel)
R-2 Zone, in use as single family	\$47.06	(per Parcel)
Condominium/Townhouse	\$42.35	(per Unit, \$211.77 max. per Project)
Other Multi-family	\$37.65	(per Unit, \$188.24 max. per Project)
Commercial	\$47.06	(per 1/5 acre, \$235.3 max.)
Industrial	\$47.06	(per 1/5 acre, \$235.3 max.)
Parks, Educational	\$47.06	(per Parcel)
Miscellaneous, Other	\$0.00	(per Parcel)

Figure 3 – Sidewalk, Curb, Gutter, Parking Strip Assessments

Property Type	2024-25 Assessment Rates	
Parcels with Trees	Assessment Rate	
Sidewalks, curbs, gutters	\$50.28	(per Parcel)
Parking strips and gutters	\$50.28	(per Parcel)
Curbs and/or gutters only	\$33.69	(per Parcel)
No improvements	\$16.59	(per Parcel)
Miscellaneous, Other	\$0.00	(per Parcel)
Parcels without Trees		
Parcels with or without improvements	\$16.59	(per Parcel)
Miscellaneous, Other	\$0.00	(per Parcel)

Note: All total combined tree and sidewalk assessment amounts are rounded to the lower even penny.

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FISCAL YEAR 2024-25 PROPOSAL



- The amount increase per single family equivalent accounts for:
 - Additional tree care services to address pests and diseases
 - Increase in agreement costs for all three services
 - Annual sidewalk replacement needs and the current backlog
- Annual action is required by the City to continue the collection of assessments

Assessment	Fiscal year 2023-24 rate	Percent increase	Fiscal year 2024-25 rate	Amount increase
Tree	\$91.38	3.0%	\$94.12	\$2.74
Sidewalk	\$48.82	3.0%	\$50.28	\$1.46

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THANK YOU





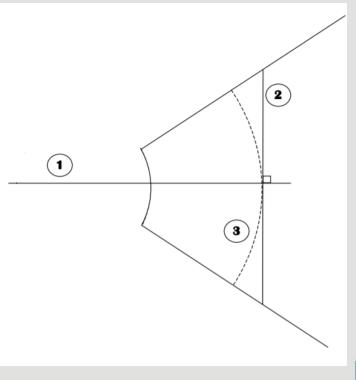
204 ELLIOTT DRIVE VARIANCE June 25, 2024

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SUBDIVISION ORDINANCE FRONT SETBACK REQUIREMENT

- Title 15 Subdivision ordinance
- Applies to existing lots with a curved frontage
 - Front setback point where the lot meets minimum lot width



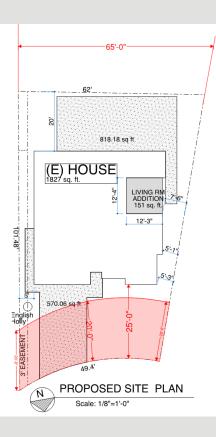
MENLO PARK

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VARIANCE REQUEST

- Proposed addition
 - 151 sf. on right side.
 - Proposed front setback of ~53 feet.
 - Would comply with zoning ordinance standards.
- 204 Elliott Dr.
 - Never meets minimum lot width.
 - Whole property is within the front setback per subdivision ordinance.



MENLO PARK

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SUBDIVISION ORDINANCE VARIANCE FINDINGS

- 15.32 Variances 15.32.020 Criteria for Granting
 - 1. Will not constitute a special privilege.
 - 2. Special circumstances apply to the subject property.
 - 3. Carries out the spirit of the subdivision ordinance.
- Recommend approval of the variance



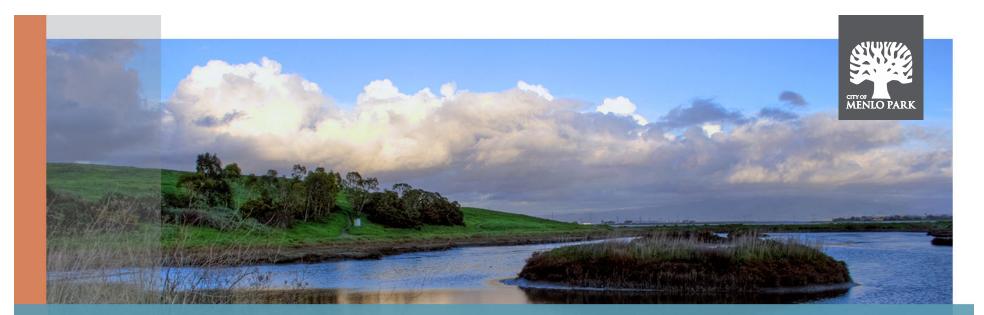
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THANK YOU





FISCAL YEAR 2024-25 BUDGET ADOPTION June 25, 2024

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AGENDA

- City Council priorities
- Summary of budget changes
- Summary of 5-year forecast changes
- Resolution and actions
- Final City Council direction and adoption



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CITY COUNCIL PRIORITIES

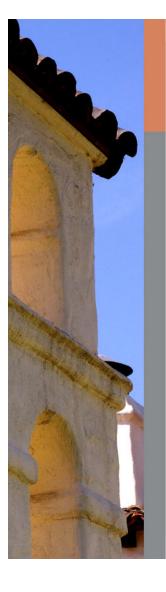
- Climate action mitigation, adaptation, and resilience
- Emergency and disaster preparedness
- Housing
- Safe routes



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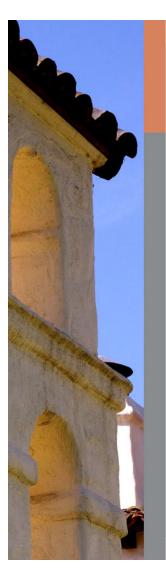
FISCAL YEAR 2023-24 GENERAL FUND YEAR-END PROJECTION



- Changes since the June 11 public hearing:
 - Transfer of \$576,000 to the General Capital Improvement Program Fund for the pavement slurry seal project
 - Transfer of \$1.75 million to the General Capital Improvement Program Fund to support the Capital Improvement Plan (CIP)
 - Projected operating surplus of \$806,701

Fiscal year 2023-24 General Fund year-end projection			
Projected surplus as of June 11	\$3,132,701		
Transfer for pavement slurry seal project	(576,000)		
Transfer to support the CIP	(1,750,000)		
Projected surplus	\$806,701		

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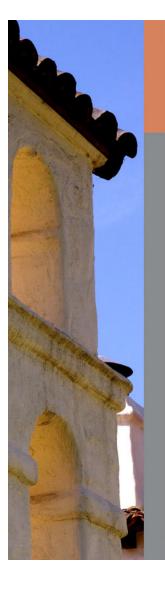


FISCAL YEAR 2024-25 PROPOSED BUDGET UPDATES



- Changes since the June 11 public hearing:
 - Creation of the Environmental Justice Program Implementation Fund
 - Transfer of \$1 million from the Bayfront Mitigation Fund to the Environmental Justice Program Implementation Fund

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ANTICIPATED BUDGET AMENDMENTS DURING THE FISCAL YEAR

- Menlo Park Police Officers' Association negotiations and memorandum of understanding updates
- Appropriation of funding from the Environmental Justice Program Implementation Fund as projects are brought to City Council



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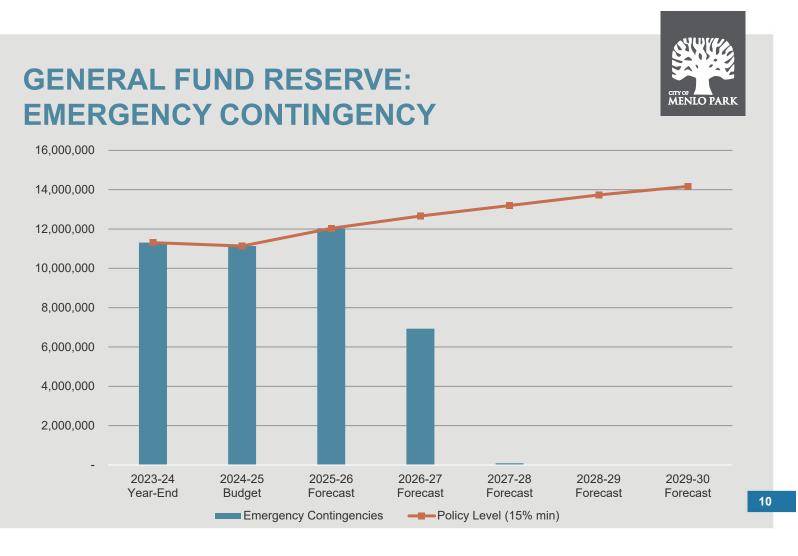
GENERAL FUND FIVE-YEAR FORECAST



- Includes the transfers of \$576,000 and \$1.75 million
- Fiscal year 2023-24 surplus projected to be \$806,701
- Total fund balance trends downward from \$34.6 million in the proposed fiscal year 2024-25 budget to \$4.5 million in fiscal year 2029-30 forecast
- Emergency Contingency Reserve (15% minimum policy level)
 - Falls below the minimum in fiscal year 2026-27
 - No longer funded in fiscal year 2028-29
- Economic Stabilization Reserve (20% minimum policy level)
 - Falls below the minimum in fiscal year 2028-29

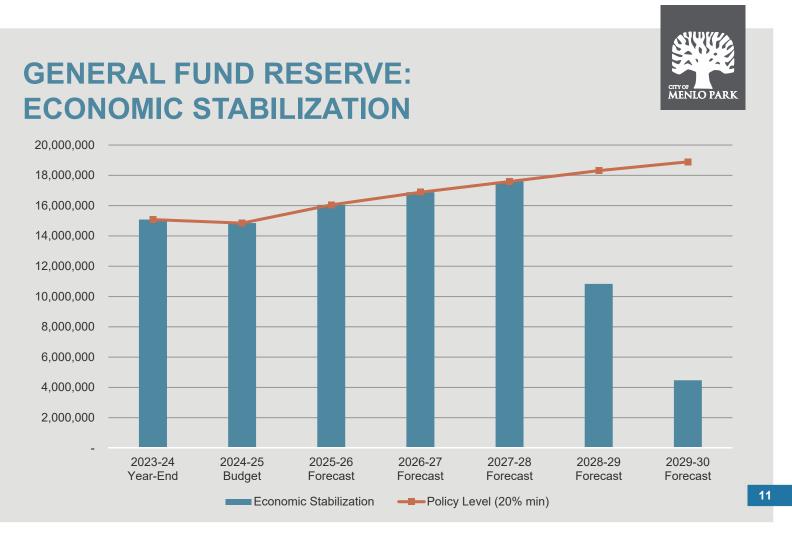
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RESOLUTIONS

- Adoption of the fiscal year 2024-25 budget and capital improvement plan
 - Formally appropriates funds and allows expenditures during the fiscal year
 - Establishes the Environmental Justice Program Implementation Fund
 - Authorizes payments up to the budget amount for certain items
- Salary schedule amendments
 - Approves updates to the salary schedule pursuant to current memorandum of understandings
 - Effective beginning the first full pay period following July 1

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RESOLUTIONS

- Rate assistance program
 - Promotes equity and helps low-income households cover basic living expenses
 - Extends the rate assistance program for solid waste and water utilities through June 30, 2025
- Award authority
 - Establishes the award authority, bid requirements, and approving authority for fiscal year based on an annual inflationary factor
 - No changes from the prior year



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CITY COUNCIL ACTION



- Provide final direction on the proposed fiscal year 2024-25 budget
- Adopt proposed resolutions

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THANK YOU





WAIVE THE FIRST READING AND INTRODUCE ORDINANCES ON WIRELESS FACILITIES IN THE PUBLIC RIGHT-OF-WAY June 25, 2024

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RECOMMENDATION



Staff recommends that the City Council:

- Introduce and waive further reading of an Ordinance, adding Chapter 13.32 Small Wireless Facilities In the Public Right-of-Way to Title 13 Streets, Sidewalks and Utilities with the following modification to Section 13.32.050(B)(2ii) Wireless Facilities Permit – Application:
 - Detailed site and engineering plan for the proposed Small Wireless Facility installation, including all related equipment necessary for its operation signed and stamped by a licensed or registered engineer that depict all the existing and proposed improvements, equipment and conditions related to the proposed project; and
- Adopt a resolution with small wireless facilities design, siting and engineering standards; and
- Approve the use of a master license agreement template; and
- Introduce and waive further reading of an uncodified ordinance adopting certain fees relating to the wireless facilities permit and site license fee with the following modification:
 - Required deposit \$5,000 per application; and
- Find adoption of ordinances and resolution exempt from review under the California Environmental Quality Act Guidelines §15061(b)(3).

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BACKGROUND

- On Nov. 16, 2021, the City Council held a study session and provided staff direction to develop an ordinance and template master license agreement to regulate small wireless facilities.
- On March 12, the City Council received an Informational Item on small wireless facilities.

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BACKGROUND WHAT ARE SMALL CELLS?



- A small cell consists of an antenna and radio equipment
- Operate at low power and low frequency
- Transmit data between wireless devices
- Mounted on streetlights, traffic signals, or power polls
- Shorter coverage (up to 1,500 ft.) than larger macro sites



Small cell site

Macro cell site

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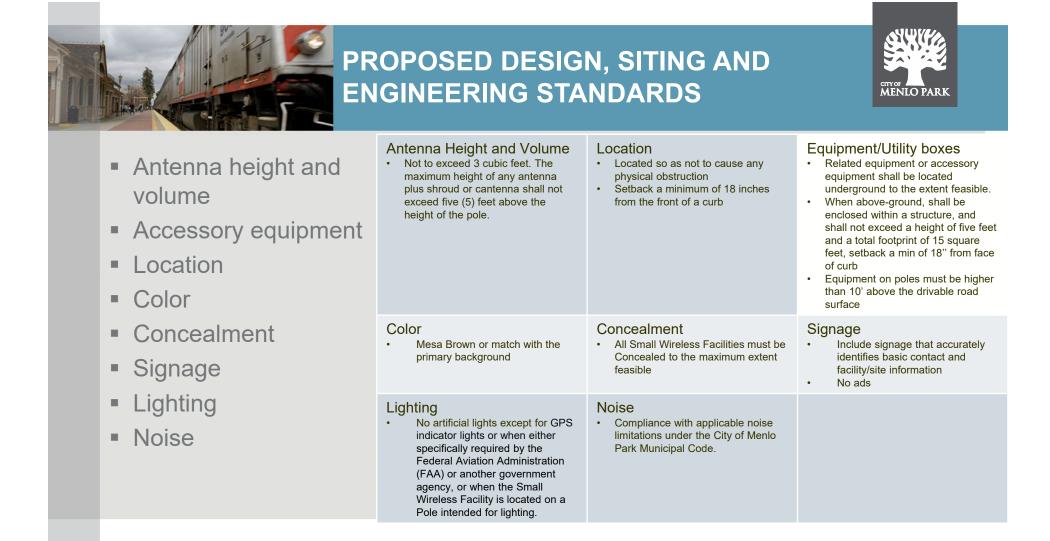


PROPOSED PERMITTING PROCESS, DESIGN, AND FEES



- New small wireless facilities permit
 - One application per small wireless facility
 - Review for completion and compliance with requirements and proposed Design, siting, and engineering standards
 - Permit fee would be based on the City's costs of service (time and materials)
- Right of way work will be subject to encroachment permit special
- Master license agreement
 - Would be imposed upon a licensee for use of City owned structures
 - For use, maintenance, repair, damages, insurance and liability coverage
 - \$270 annual site license fee

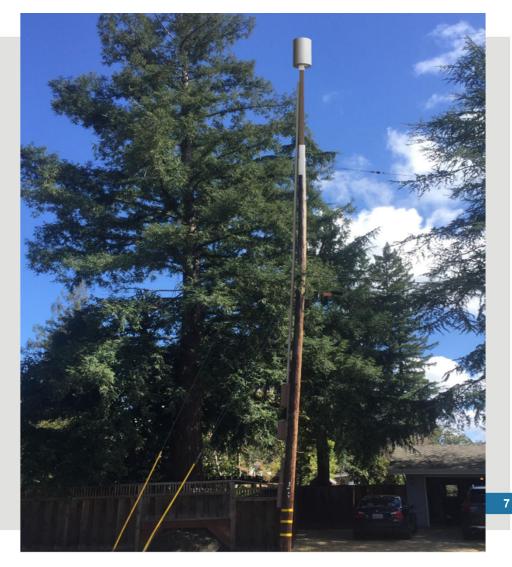
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EXISTING UTILITY POLE



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RECOMMENDATION



Staff recommends that the City Council:

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 - Detailed site and engineering plan for the proposed Small Wireless Facility installation, including all related equipment necessary for its operation signed and stamped by a licensed or registered engineer that depict all the existing and proposed improvements, equipment and conditions related to the proposed project; and
- Adopt a resolution with small wireless facilities design, siting and engineering standards; and
- Approve the use of a master license agreement template; and
- Introduce and waive further reading of an uncodified ordinance adopting certain fees relating to the wireless facilities permit and Site License Fee with the following modification:
 - Required deposit: \$5,000 per application; and
- Find adoption of ordinances and resolution exempt from review under the California Environmental Quality Act Guidelines §15061(b)(3).

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- A second reading and adoption is tentatively scheduled for the City Council meeting July 9.
- Effective 30 days after passage an adoption.

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THANK YOU

