



REGULAR MEETING MINUTES

Date: 2/25/2025
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 Combs called the meeting to order at 6:02 p.m.

B. Roll Call

Present: Combs, Nash, Schmidt, Taylor (remote – AB 2449 Just Cause), Wise
Absent: None
Staff: City Manager Justin Murphy, City Attorney Nira Doherty, Assistant to the City Manager/ City Clerk Judi A. Herren

C. Closed Session

C1. Conference with legal counsel – anticipated litigation
Paragraph (2) of subdivision (d) of Gov. Code §54956.9
Significant exposure to litigation: One case

D. Call To Order

Mayor Combs re-called the meeting to order at 6:56 p.m.

E. Roll Call

Present: Combs, Nash, Schmidt, Taylor, Wise
Absent: None
Staff: City Manager Justin Murphy, City Attorney Nira Doherty, Assistant City Manager Stephen Stolte, Assistant to the City Manager/City Clerk Judi A. Herren

F. Report from Closed Session

No reportable actions.

G. Agenda Review

The City Council reordered the agenda bringing item M6. before item L1.

H. Public Comment

- Joaquin Jimenez spoke in opposition of Measure A related to amending the San Mateo County

- Charter to remove an elected Sheriff from office for cause.
- Anne Oursler spoke in support of affordable housing on Downtown parking plazas.
- Pete Colby spoke in support of city services.
- Adrian Silva spoke in support of affordable housing on Downtown parking plazas.

I. Presentations and Proclamations

I1. Presentation: San Francisquito Creek Joint Powers Authority update (Attachment)

Executive Director San Francisquito Creek Joint Powers Authority Margaret Bruce made the presentation (Attachment).

The City Council discussed flood zones.

The City Council received clarification on the origin of the Reach 1 project and federal and other grant funding expectations for the future.

J. Advisory Body Vacancies and Appointments

J1. Consider applicants and make appointments to fill vacancies on the Environmental Quality and Library Commissions (Staff Report #25-025-CC)

Deputy City Clerk Sarah Sandoval introduced the item.

- Daniel Yule spoke in support of their serving on the Library Commission.
- Desta Raines spoke in support of their serving on the Environmental Quality Commission.
- Sarah Sisbot spoke in support of their serving on the Library Commission.
- Brigitte Bradford spoke in support of their serving on the Environmental Quality Commission.
- Dorene J. Martinez spoke in support of their serving on the Environmental Quality Commission.
- Nicole Angiel spoke in support of their serving on the Environmental Quality Commission.
- Margaret Race spoke in support of their serving on the Library Commission.
- Andreas Judas spoke in support of their serving on the Library Commission.

The City Council received clarification the number of nominations required for an applicant to be appointed.

The City Council discussed the value of applicants and residents' involvement in advisory bodies and other local organizations.

The City Council made the following appointments:

Environmental Quality Commission:

- Eduardo Lopez Hernandez

Library Commission:

- Sarah Sisbot

K. Consent Calendar

K1. Accept the City Council meeting minutes for January 14 and 28, 2025 (Attachment)

- K2. Consider and adopt a resolution authorizing the city manager to execute an advance and reimbursement agreement with the San Francisquito Creek Joint Powers Authority for implementation of the Strategy to Advance Flood Protection, Ecosystems and Recreation Bay project (Staff Report #25-026-CC)
- Pete Colby spoke on the flood of 1998 and creek overflow to Palo Alto.
- K3. Authorize the city manager to execute an agreement with Schaaf & Wheeler Consulting Civil Engineers for the Menlo Park Strategy to Advance Flood Protection, Ecosystems and Recreation Bay project (Staff Report #25-027-CC)

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

L. Regular Business

- L1. Introduce and waive the first reading of an ordinance amending Title 11 of the municipal code to revise sections related to stopping, parking and standing for vehicles, and establish parking restrictions for oversized vehicles (Staff Report #25-034-CC)

Police Commander Tony Dixon made the presentation (Attachment).

- Peter Banzhaf spoke in support of the ordinance and social programs to assist the homeless.
- Tito Bianchi spoke on the hazards related to oversized vehicle parking on public streets and in support of the ordinance.
- Brian Cason spoke in support of the ordinance and parking standards.
- Karine Murray spoke in opposition of the ordinance until location options are established for the recreational vehicles (RVs).
- Rogelio Barnera expressed regret for the impact to businesses from RVs.
- Enriquetta Molina spoke in opposition of the ordinance until location options for the RVs are established.
- Juan A Avelon spoke in opposition of the ordinance and concerns on city actions if enacted.
- Teresa E. Sanchez spoke in opposition of the ordinance and the need for housing.
- Kathrine Dumont spoke in opposition of the ordinance.
- Jenny Michel spoke in opposition of the ordinance until location options are established for the RVs.
- Adina Levin spoke in opposition of the ordinance until location options are established for the RVs.
- Aileen Lattmann spoke in support of the ordinance.
- Margarita Mendez spoke opposition of the ordinance and in support of housing or locations for the RVs.
- Danielle spoke opposition of the ordinance and in support of housing or locations for the RVs.
- Randy Avalos spoke in support for locations for the RVs.

The City Council received clarification on public outreach, community engagement and housing services offered, housing assistance accepted by current RV residents, impacts to Downtown parking by this ordinance, implementation timeline, courtesy notices and citation fee amounts and rental of RVs as residences.

The City Council discussed delayed enforcement to allow for additional education and outreach, locating safe stable housing for individuals, alternate RV parking locations, partnering with other

cities or the county programs for RVs and housing and impacts to Menlo Park school districts children residing in RVs.

The City Council directed providing information on how to access housing, considering impacts to children residing in RVs attending Menlo Park schools and holding a future study session or presentation(s) from housing service providers in Menlo Park.

ACTION: Motion and second (Combs/ Taylor), to introduce and waive the first reading of an ordinance amending Title 11 of the existing municipal code related to stopping, parking and standing for vehicles and establish parking regulations related to oversized vehicles and adding clarification to sub section F referencing the master fee schedule, 4-1 (Schmidt dissenting).

L2. Consider and adopt a resolution to amend the fiscal year 2024-25 budget (Staff Report #25-028-CC)

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

- Pam Jones spoke in support of the current direction of the budget and utilizing funds for the Environmental Justice and Safety Elements.

ACTION: Motion and second (Wise/ Nash), to adopt a resolution approving additional appropriations and amendments to the fiscal year 2024-25 adopted operating and capital budget, passed unanimously.

M. Informational Items

M1. City Council agenda topics: March 2025 (Staff Report #25-031-CC)

M2. Police department quarterly update / Q4 October – December 2024 (Staff Report #25-024-CC) (Informe de Personal #25-024-CC)

- Kathrine Dumont spoke on the percentage of Latinos stopped by police officers.
- Jenny Michel spoke in support of the Police Community Academy.

M3. Update on the City's 2025-2029 Capital Improvement Plan (Staff Report #25-030-CC)

M4. City Council fiscal year 2024-25 work plan update (Staff Report #25-029-CC)

M5. Communitywide electrification program: Home Upgrade Services progress report (Staff Report #25-032-CC)

M6. Homelessness services in Menlo Park (Staff Report #25-033-CC)

- Kathrine Dumont spoke in support of the homeless engagement and requested clarification on programs success rate metrics.
- Adina Levin spoke in support of social services organizations making presentations to the City Council on housing services and options they can offer and researching safe parking for RV residents.

The City Council discussed further opportunities to examine and review homelessness.

N. City Manager Report

City Manager Murphy reported out on the upcoming March 22 Priorities setting meeting.

O. City Councilmember Reports

Mayor Combs reported out on City Councilmember Taylor's appointment to the South Bay seat of the San Francisco Bay Conservation and Development Commission.

Vice Mayor Nash reported out on City/County Association of Governments of San Mateo County (C/CAG) and Bay Area Water Supply and Conservation Agency (BAWSCA) meetings and the upcoming March 4 City Council meeting.

City Councilmember Wise reported out considering natural grass instead of turf at Kelly Park.

P. Adjournment

Mayor Combs adjourned the meeting at 10:22 p.m.

Assistant to the City Manager/ City Clerk Judi Herren

These minutes were approved at the City Council meeting April 15, 2025.

San Francisquito Creek Joint Powers Authority

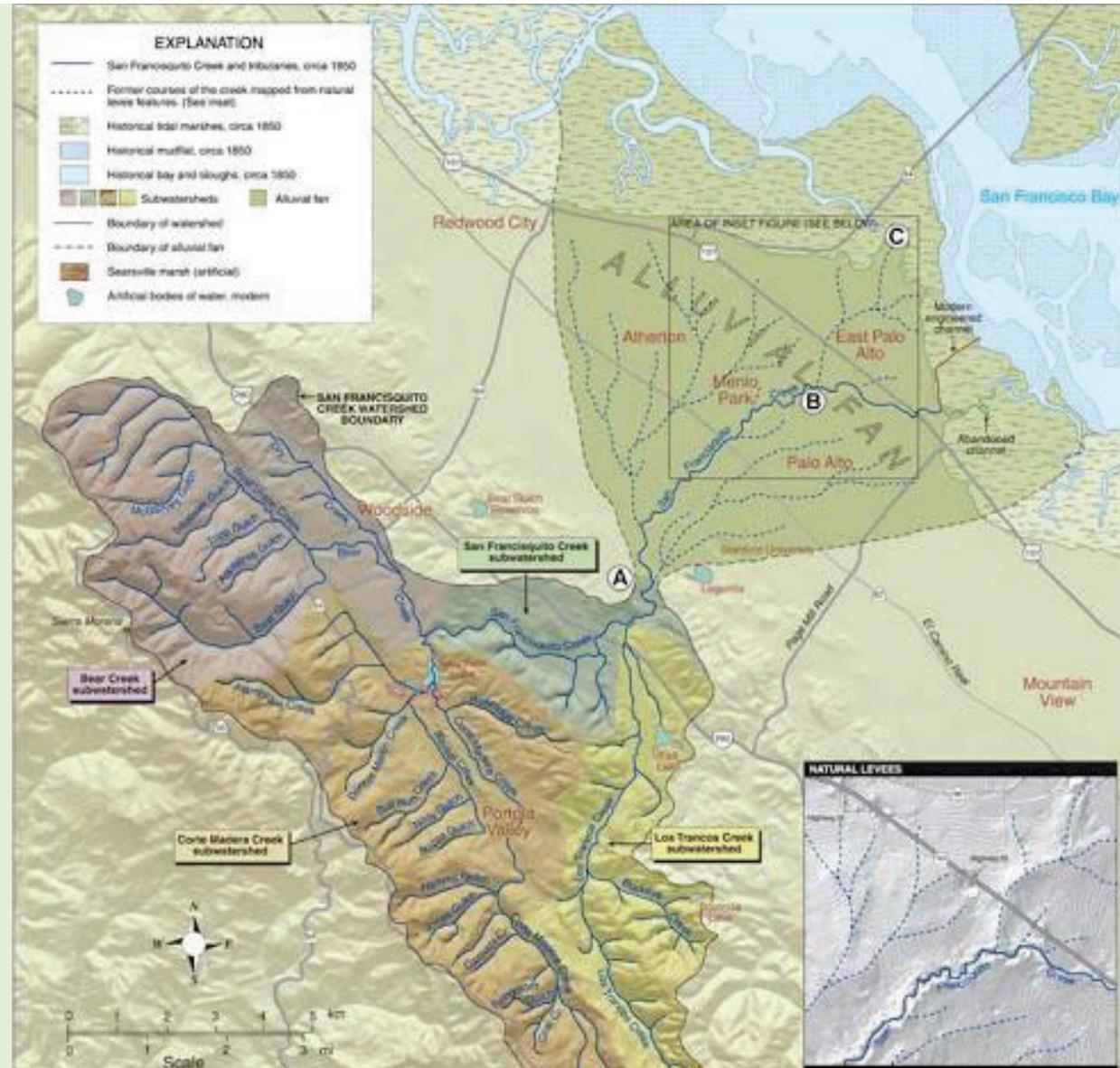
- Formed in 1999/2000 after the flooding of 1998
- Made up of 5 constituent organizations:
 - Valley Water
 - City of Palo Alto
 - City of East Palo Alto
 - City of Menlo Park
 - OneShoreline (San Mateo County Flood and SLR Resiliency District)
- Four full-time staff:
 - Margaret Bruce, Executive Director
 - Miyko Harris-Parker, Administrative and Finance Manager, Clerk of the Board
 - Tess Byler, Sr. Project Manager
 - Denean Ni, Project Manager

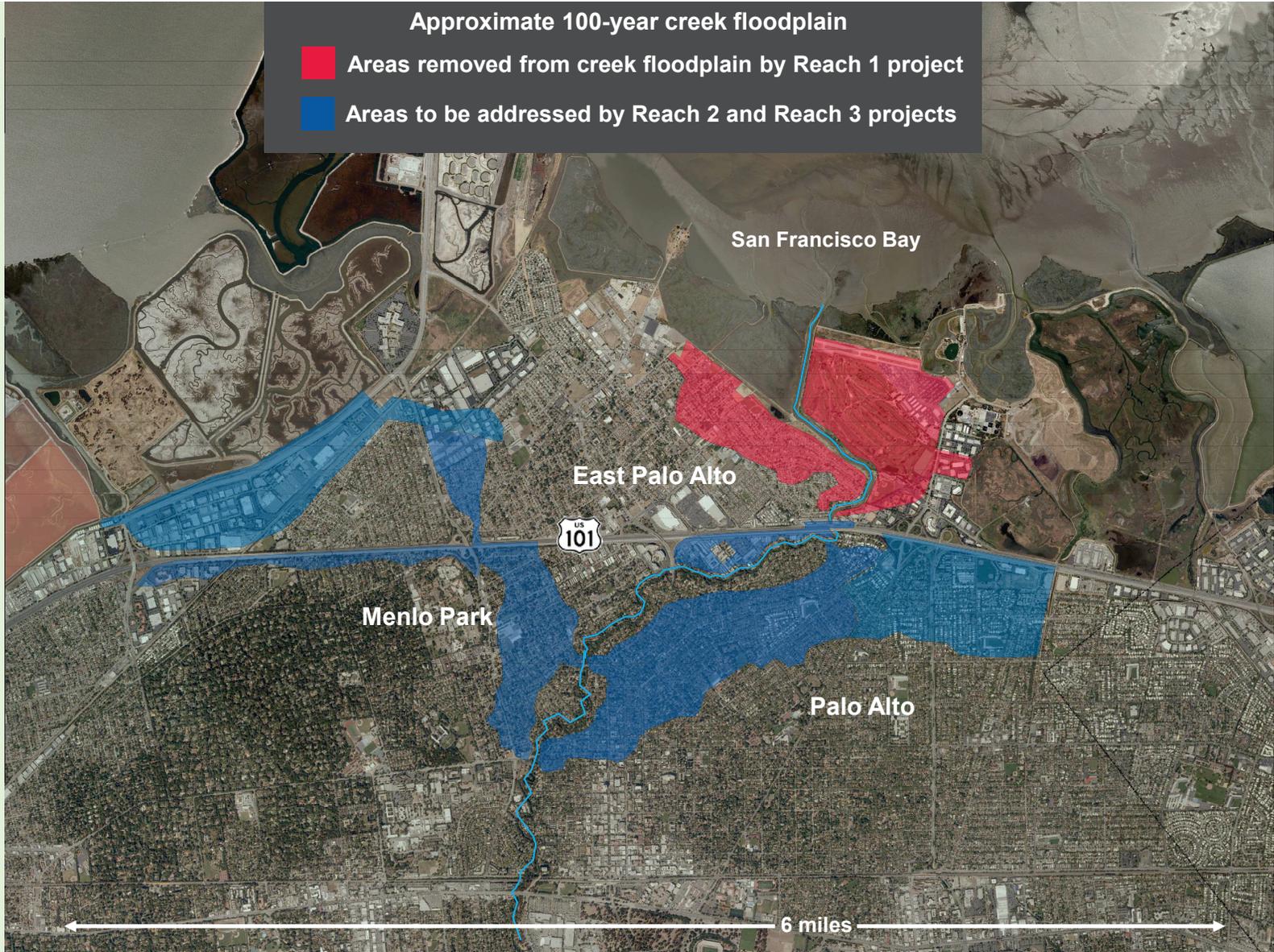


SFCJPA.ORG

The San Francisquito Creek Watershed

- The SFC watershed is about 45 square miles and crosses the San Andreas Fault zone, where loose and broken rock and soil is easily eroded and carried downstream.
- As the creek crosses the urbanized area of the valley – its course is at the high point on its alluvial fan.





Reach 1 (Downstream Project)

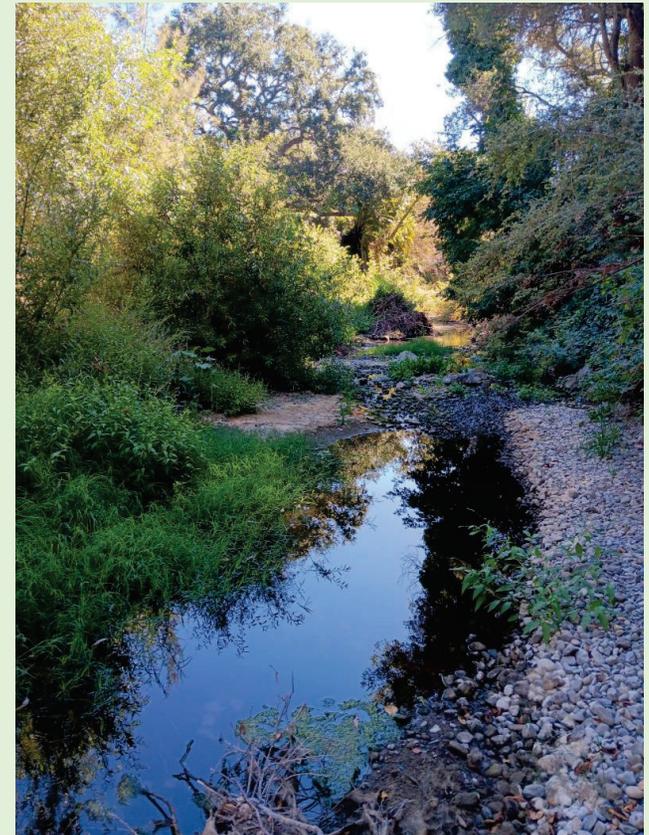
- Broke ground in 2016 – Completed in 2019
- 1 ½ Miles of widened channel, new floodwalls and levees, expanded trail
- Over 9000 cfs capacity – planned for 100yr storm, plus 3 ½ feet of sea level rise, plus freeboard
- 22 Acres of restored marsh between the levees and beyond Friendship Bridge
- Protects East Palo Alto and eastern Palo Alto directly. Protects Menlo Park and Palo Alto indirectly.



Source: SFCJPA

Reach 2 (Urban Reach Project)

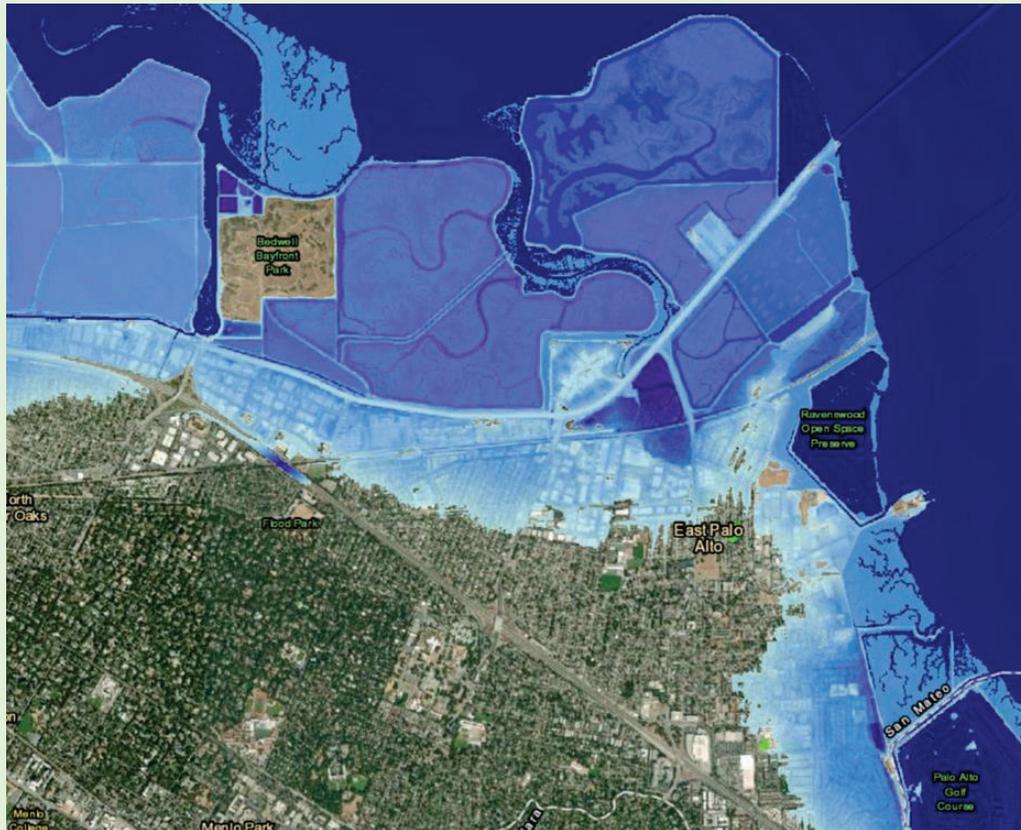
- Re-Evaluated Project after NYE flooding.
 - 25% less channel capacity than we knew before
 - Still aiming for “70-year flow” in-channel capacity
- SFCJPA May board meeting will include a presentation of the range of Project Alternatives, their costs, implementation order, and other attributes.
- Project Alternatives will include various combinations of channel widening, floodwalls, bridge modifications, and other possible interventions.
- After the SFCJPA Board has selected their preferred Project Alternative – by June - the SFCJPA members can begin project funding discussions.



Source: SFCJPA

SAFER Bay Overview

Strategy to Advance Flood Protection, Ecosystems and Recreation



Source: NOAA sea level rise viewer – 100-yr coastal flood & three feet of projected sea level rise

Overarching Goals:

- Nature-based flood protection and restoration of former marshes
- Protect properties and critical infrastructure
- Increase recreational opportunities

Project Process and Schedule

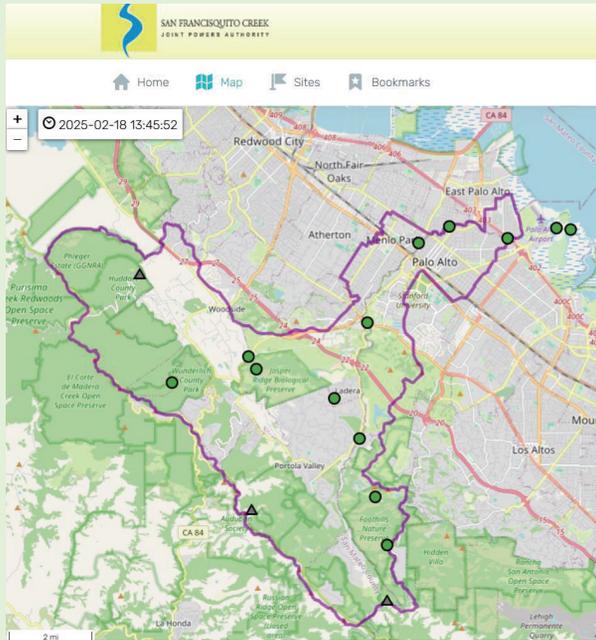
- 7+ mile shoreline of East Palo Alto and Menlo Park.
- Consistent with Reach 1, planning for 10' of protection: SLR, 100yr storm, + FEMA freeboard.
- A complex project involving equity priority communities, major infrastructure, critical habitat for endangered species, urban renewal opportunities, recreation, historical and sacred lands, and many federal, state and local agencies.
- SFCJPA deeply engaged with local CBOs.
- Draft Programmatic EIR to be complete at end of 2025.



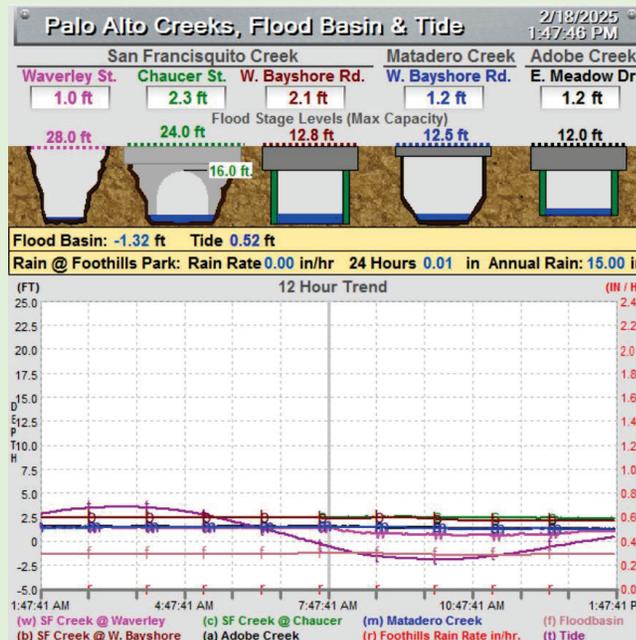
SAFER Bay Project Funding

- SFCJPA – Leading on CEQA and project permits.
 - Grants from the Department of Water Resources and SFBRA totaling ~\$6M are enabling CEQA
- Menlo Park – FEMA BRIC Grant
 - \$50M in phases
 - Local match from PG&E (\$10M and Meta \$7M)
 - Menlo Park leading on BRIC implementation.
- East Palo Alto – CalOES HMGP Grant
 - \$17.5M in phases.
 - Local match from East Palo Alto (\$5M)
 - East Palo Alto leading on HMGP implementation.
- Community Advisory Committee
 - SFCJPA has engaged two local CBOs to lead outreach and coordinate community engagement.

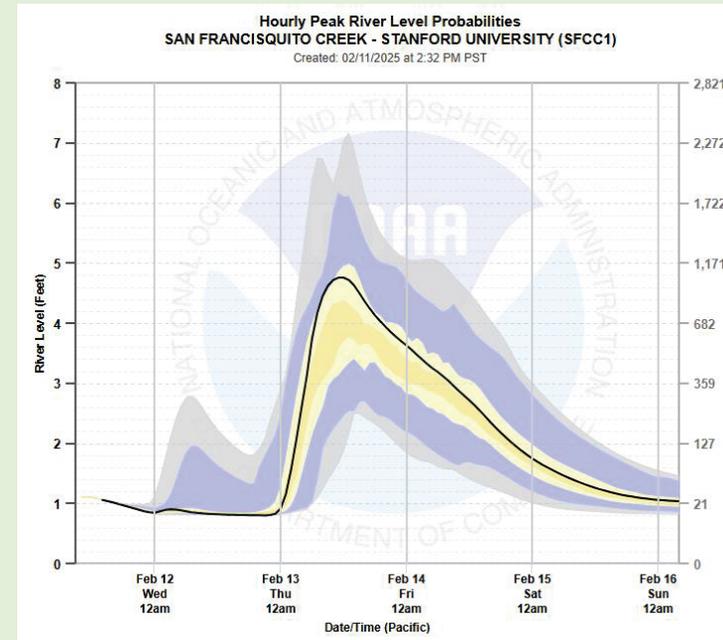
Watershed Monitoring and Flood Early Warning Coordination with our Members



SFCJPA Website Rain and Streamflow Gages



City of Palo Alto Creek Monitor & Camera



NOAA California Nevada River Forecast Center

Thank you

Any Questions?

Feel free to contact me:

mbruce@sfcjpa.org





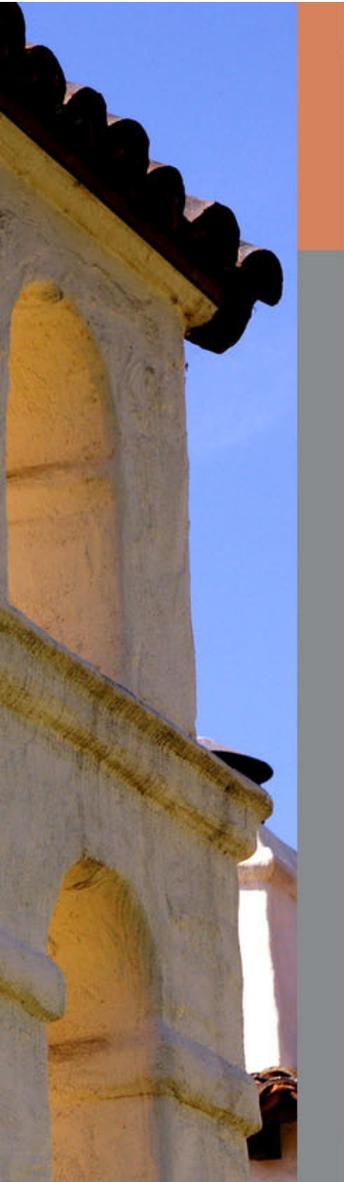
**ORDINANCE AMENDMENTS – PARKING:
CITY FACILITIES, SAFETY ENHANCEMENT AND OVERSIZE VEHICLES**
Commander William Dixon





RECOMMENDATION

- Waive the first reading and introduce an ordinance to address changes to enhance the City's ability to enforce certain parking regulations and add enforcement capability in reference to oversize vehicle parking.



OVERVIEW OF PROPOSED CHANGES AND ADDITIONS



- Key objectives
 - Enhance safety
 - Clarify regulations
 - Address community needs

- Modifications to Title 11 reinforcing enforcement capability and authority to designate areas where parking is regulated, delineate signage and enforcement authority, and close enforcement gaps in relation to authorities and penalties.

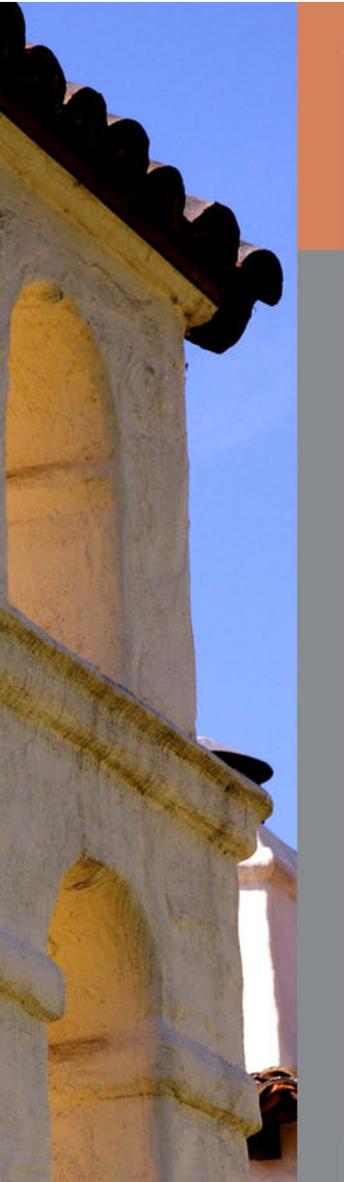
- Addition to Title 11 of a municipal code section regulating oversized vehicle parking in the City of Menlo Park.



TITLE 11 CHANGES

- Section 11.24.050:
 - Reflects slight changes to the overnight parking program (ONP) to make the language more flexible to new residential developments and allows ONP to include overnight parking regulation of City facility-related parking lots.

- Section 11.24.070:
 - Changes the regulation language slightly in alignment with other local city regulations that provide existing authority for removal of vehicles after 72 hours in accordance with state law.



ADDITION TO TITLE 11: OVERSIZE VEHICLES

- Section 11.24.075:
 - New regulation that addresses the adverse impacts of oversized vehicles parked on City streets.
- Defines oversized vehicles
- Identifies the purpose to alleviate impeded views that can create a danger to vehicles, bicycles, and pedestrian traffic, and to prevent unhealthy and unlawful discharge of hazardous material onto city streets and into waterways.





ADDITION TO TITLE 11: OVERSIZE VEHICLES, CONTINUED

- Establishes exemptions, for emergency situations, governmental operations, short-term prep of personal RVs, commercial loading/unloading, and when issued a city parking permit.
- Establishes penalties for oversized vehicles unlawfully parked on city streets between 2 a.m. and 5 a.m., to include citation and removal of oversized vehicles parked in violation.

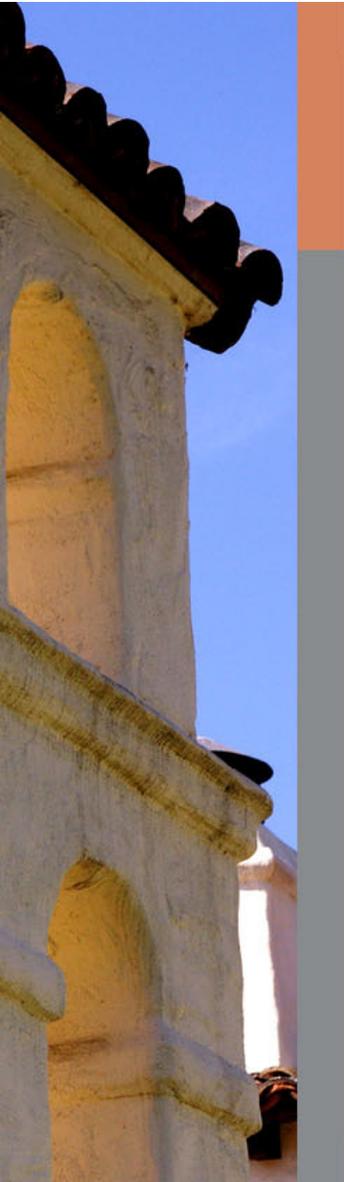




EDUCATION AND ENFORCEMENT PROCESS

- Roadway signs in target areas
- Annual courtesy notices
- Citation





HOMELESS SERVICES IN MENLO PARK

- City collaborates with multiple agencies and partners and utilizes best practices – *see info item M6 on tonight’s agenda*
- City partnered with the County’s Center on Homelessness to address three main encampment areas including an RV encampment on Scott Dr., Campbell Ave., and Bohannon Dr.
- LiveMoves and WeHope are contracted to provide direct outreach services and regularly interact with individuals at encampments
- Recent successes:
 - Creation of a by-name list to track individuals in encampments and assess their needs
 - Housing placement for all individuals at the Willow Rd. encampment
 - Launch of Community Wellness and Crisis Response Team (CWCRT) – mental health clinician embedded in police department co-responds with officers in the field



RECOMMENDATION

- Waive the first reading and introduce an ordinance to address changes to enhance the City's ability to enforce certain parking regulations and add enforcement capability in reference to oversize vehicle parking.



THANK YOU

The background of the slide is a photograph of a brick building at dusk. The building has a prominent overhanging roof structure with dark wood or metal beams. Warm interior lights are visible through the overhang and a window on the left. A semi-transparent blue horizontal band is overlaid across the middle of the image, containing the title and presenter information. The overall color palette is dominated by the blue of the twilight sky and the warm orange and yellow of the building's lights.

AMEND THE FISCAL YEAR 2024-25 BUDGET

Brittany Mello, Administrative Services Director



AGENDA

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

A photograph of a street scene in Menlo Park. In the foreground, there are green plants with red flowers. In the background, a building has a brown oval sign that says "harvest" and a red circular sign that says "TABAC". Further down the street, there are outdoor seating areas with red chairs and a person walking. The scene is brightly lit, suggesting daytime.

BUDGET AMENDMENTS



APPROVED FISCAL YEAR 2024-25 APPROPRIATIONS

- Following the adoption of the fiscal year 2024-25 budget, the City Council approved a number of appropriations, including:
 - Labor agreements and side letters
 - Service Employees International Union, Local 521 (SEIU) salary step realignment and side letter
 - Police Officers' Association (POA) successor agreement
 - Police Sergeants' Association (PSA) salary differential alignment
 - Unrepresented management compensation plan update
 - Microsoft 365 software licenses
 - Heating, ventilation and air conditioning (HVAC) preventative maintenance service agreement
 - Belle Haven Community Campus (BHCC) Clean Energy Infrastructure Project



PROPOSED FISCAL YEAR 2024-25 AMENDMENTS

Staff recommends the following amendments to the adopted budget:

- **Revenue: Total of \$3.868 million**
 - \$2.68 million: Transient Occupancy Tax (TOT) adjustments
 - \$1.188 million: Transfers in related to Internal Service Funds (ISF)
- **Expenditures: Total of \$0.393 million**
 - \$1.099 million: Operating Expense adjustments
 - \$1.188 million: Transfers out related to ISFs
 - \$0.388 million: Capital Improvement Plan adjustments
 - (\$2.28) million: Medical insurance premium reductions



FISCAL YEAR 2024-25 BUDGET AMENDMENTS BY FUND

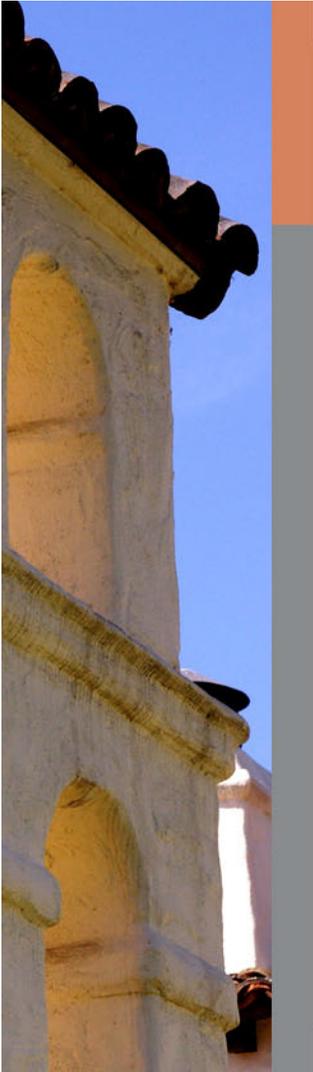
- Net change across all funds is \$3.47 million as shown below (Attachment A):

Fund	Revenue	Expenditure	Description
100 - General Fund	\$2,680,000	\$166,511	Increased TOT revenues, increased temporary and overtime expense, ISF allocation adjustments, medical insurance premium reductions, other operating expense
327, 353, 363 - Special Revenue Funds	-	\$388,061	Capital Improvement Plan adjustments
701 - 704 - Internal Service Funds	\$1,188,042	\$(7,750)	ISF allocation adjustments, medical insurance premium reductions
Adjustments to 13 other funds	-	\$(153,502)	ISF allocation adjustments, medical insurance premium reductions
Total	\$3,868,042	\$393,320	



GENERAL FUND RESERVES



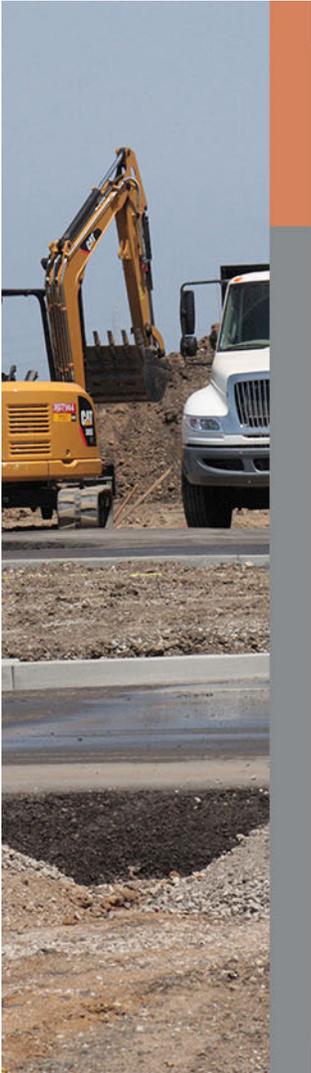


GENERAL FUND RESERVES IMPACT

- **Emergency contingency reserve:**
 - Increases from \$11.1 million to \$11.3 million to meet minimum reserve limits per City Council policy
- **Economic stabilization reserve:**
 - Increases from \$14.8 million to \$15.1 million to meet minimum reserve limits per City Council policy
- **Strategic pension reserve:**
 - Decreases from \$2.3 million to \$1.1 million for the additional Unfunded Accrued Liability (UAL) payment
- **Unassigned fund balance:**
 - Increases from \$7.1 million to \$7.3 million after proposed budget amendments

A photograph of a street scene, likely in Menlo Park, featuring a "harvest" sign, a "TABAC" sign, and outdoor seating. A large orange banner with the text "GRANT FUNDING OVERVIEW" is overlaid on the image.

GRANT FUNDING OVERVIEW



CITY GRANT FUNDING OVERVIEW



- Grants continue to be an important component of the City's overall budget strategy with **\$85.7 million** in total grant awards (Attachment G)
- Staff are monitoring changes at the federal government that may result in a loss / reduction of awarded funds directly from the federal government and pass-through funds and other grants from the state and county
- Staff will update the City Council should grant funds be reduced or rescinded, which could lead to discontinuing or pausing the grant-funded activity pending receiving additional grants or identifying other revenue sources



STAFFING UPDATE





STAFFING CHALLENGES AND POTENTIAL STRATEGIES



- Citywide vacancy rate of 15%
 - Reduced staffing levels may lead to delays in providing ongoing services and completing projects, deferred maintenance, and slowed progress on City Council priorities
 - Proposed budget amendments include an increase of \$0.56 million in overtime and temporary help
- Recruitment and retention strategies
 - Recruitment incentive program provides tools to recruit qualified candidates in classifications facing recruitment challenges (highly-specialized skillsets, history of high turnover/failed recruitments, public safety and other essential services)
 - Smaller compensation studies to address identified needs and planning comprehensive classification and compensation study in fiscal year 2025-26

The background of the slide is a photograph of a white stone tower with multiple arches and a tiled roof. The tower is set against a clear blue sky and some green trees. A teal banner with the text "CITY COUNCIL DIRECTION" is overlaid across the middle of the image. There are also vertical purple bars on the left side of the image.

CITY COUNCIL DIRECTION



CITY COUNCIL DIRECTION

- Adopt a resolution approving additional appropriations and amendments to the fiscal year 2024-25 adopted operating and capital budget





BUDGET DEVELOPMENT TIMELINE

- Next steps and anticipated timeline for fiscal year 2025-26:
 - City Council priority setting workshop: March 22
 - Budget principles adoption and direction for upcoming budget: April 15
 - Public budget workshop: May 29
 - Fiscal year 2025-26 public hearing: June 10
 - Fiscal year 2025-26 budget adoption: June 24



THANK YOU