



SPECIAL AND REGULAR MEETING MINUTES

Date: 4/15/2025
Time: 5:30 p.m.
Locations: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Special Session

A. Call To Order

Mayor Combs called the meeting to order at 5:33 p.m.

B. Roll Call

Present: Combs, Nash, Schmidt, Taylor
Absent: Wise
Staff: City Manager Justin Murphy, City Attorney Nira Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

C. Closed Session

- C1. Closed session conference with labor negotiator pursuant to Government Code §54957.6 regarding labor negotiations with the Menlo Park Police Sergeants' Association

Agency Designated Representatives: City Manager Justin I.C. Murphy, Assistant City Manager Stephen Stolte, City Attorney Nira Doherty, Legal Counsel Charles Sakai, Administrative Services Director Brittany Mello, Human Resources Manager Charla Freckmann

Regular Session

D. Call To Order

Mayor Combs re-called the meeting to order at 6:29 p.m.

E. Roll Call

Present: Combs, Nash, Schmidt, Taylor
Absent: Wise
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

Staff to provide an update on item K1.

H. Public Comment

- Kelly Birmingham spoke in opposition of the location of the accessory dwelling unit (ADU) at 310 Central Ave. (Attachment).
- Ken Doniger spoke in opposition of the location of the ADU at 310 Central Ave. (Attachment).
- Neil Doshi spoke in opposition of the location of the ADU at 310 Central Ave. (Attachment).
- Dave DesMarais spoke in opposition of the location of the ADU at 310 Central Ave.
- Preeti Sharma spoke in opposition of the location of the ADU at 310 Central Ave.
- Jenny Shu spoke in opposition of the location of the ADU at 310 Central Ave.
- Margaret Gordon spoke in opposition of housing on Downtown parking plazas and exclusion of constituents during Downtown housing conversations.
- Amaya Onu spoke in opposition of the design and location of the proposed Downtown parking plazas.
- Collette spoke in opposition of the fee for the Spring egg hunt and in support of a free event and optional donation and in opposition of housing on Downtown parking plazas.
- Adrian Silva spoke in support of safe routes and prioritizing safe routes in Menlo Park.

I. Presentations and Proclamations

I1. Proclamation: Arbor Day (Attachment)

Mayor Combs introduced the proclamation (Attachment).

City Arborist Jillian Keller accepted the proclamation.

I2. Proclamation: Earth Day (Attachment)

Mayor Combs introduced the proclamation (Attachment).

Silicon Valley Youth Climate Action representatives accepted the proclamation.

I3. Proclamation: National Public Safety Telecommunicators Week (Attachment)

Mayor Combs introduced the proclamation (Attachment).

Senior Dispatcher Suzanna Fong, Dispatcher Carolina Marceaux and police department staff accepted the proclamation.

I4. Proclamation: National Library Week (Attachment)

Mayor Combs introduced the proclamation (Attachment).

President of the Friends of the Menlo Park Library Steve Haas and Chair of the Library Commission Carol Orton accepted the proclamation.

J. Special Business

J1. Planning Commission applicant introductions (Attachment)

City Clerk Herren introduced the item.

Planning Commission applicants Laura Melahn, Virginia Portillo, Steve Schmidt, Ross Silverstein, and Stu Soffer introduced themselves to the City Council.

K. Consent Calendar

K1. Accept the City Council meeting minutes for February 25, March 4, 11 and 22, 2025 (Attachment)

Staff updated the call to order time of the March 11 minutes.

K2. Consider and adopt two resolutions to accept funding from the Metropolitan Transportation Commission Climate Program Implementation and Transit-Oriented Communities Planning Grants (Staff Report #25-057-CC)

ACTION: Motion and second (Taylor/ Nash), to approve the consent calendar with update to item K1., passed 4-0-1 (Wise absent).

L. Public Hearing

L1. Consider and adopt a resolution to increase aquatic user fees and authorize the city manager to execute an amendment to the aquatics operator agreement (Staff Report #25-055-CC)

Library and Community Services Director Sean Reinhart, Library and Community Services Supervisor Tricia Mullan and CEO of Menlo Swim and Sport Tim Sheeper made the presentation (Attachment).

Mayor Combs opened the public hearing.

- Tom McRae spoke in support of aquatic services and allowing Solo Aquatics the use of pool facilities for services to the community.
- Pam Jones spoke on the importance of robust outreach for pool usage, functional outages of the pool (open consistently), considering programming needs for the Belle Haven neighborhood and in support non-resident fee increase.

Mayor Combs closed the public hearing.

The City Council received clarification on “strong performance” needed by the Operator, fees needed to mitigate operator loss, Belle Haven Pool hyperlocal resident usage, aqua-fit programming time and scholarship programs.

The City Council discussed resident, non-resident, non-profit fee increases, financial analysis, subcontractor lane rental fee increases, pool operator hours resulting barriers for access and services, hiring of community members and Belle Haven Pool hours reduction through May 24.

The City Council directed staff to review further increases to non-resident fees, provide a list of mechanical issues impacting hours at both pools and city sponsored scholarships.

ACTION: Motion and second (Combs/ Nash), to adopt a resolution to increase aquatic user fees for non-residents with modifications to Exhibit A to reference non-resident fees with no other increases, 4-0-1 (Wise absent).

M. Regular Business

- M1. Approve fiscal year 2025-26 budget principles (Staff Report #25-053-CC)

Administrative Services Director Brittany Mello and Finance and Budget Manager Rani Singh made the presentation (Attachment).

The City Council received clarification on long-term economic conditions and potential uncertainty of grant funding.

ACTION: Motion and second (Taylor/ Schmidt), to approve budget principles for fiscal year 2025-26, 4-0-1 (Wise absent).

N. Informational Items

- N1. City Council agenda topics: April – May 2025 (Staff Report #25-054-CC)

- N2. Annual City Council priority setting workshop final report (Staff Report #25-056-CC)

The City Council provided clarification on a Downtown City Council Subcommittee versus a City commission.

The City Council received clarification on priority setting “bike rack” items.

O. City Manager Report

None.

P. City Councilmember Reports

City Councilmember Schmidt reported out on the ReThink Waste board meeting.

Vice Mayor Nash reported out on Peninsula Clean Energy and Stanford Community Resources Group meetings and the San Mateo County Safe Routes to School Walk Audit.

Q. Adjournment

Mayor Combs adjourned the meeting at 9:32 p.m.

Assistant to the City Manager/ City Clerk Judi Herren

These minutes were approved at the City Council meeting May 13, 2025.

Human Life & Safety - Over New ADU

Protect Neighbors from
Damages & Destruction Planned by 310 Central Ave. ADU

From Concerned Citizens
April 15 2025

Issue –310 Central ADU Risks Lives

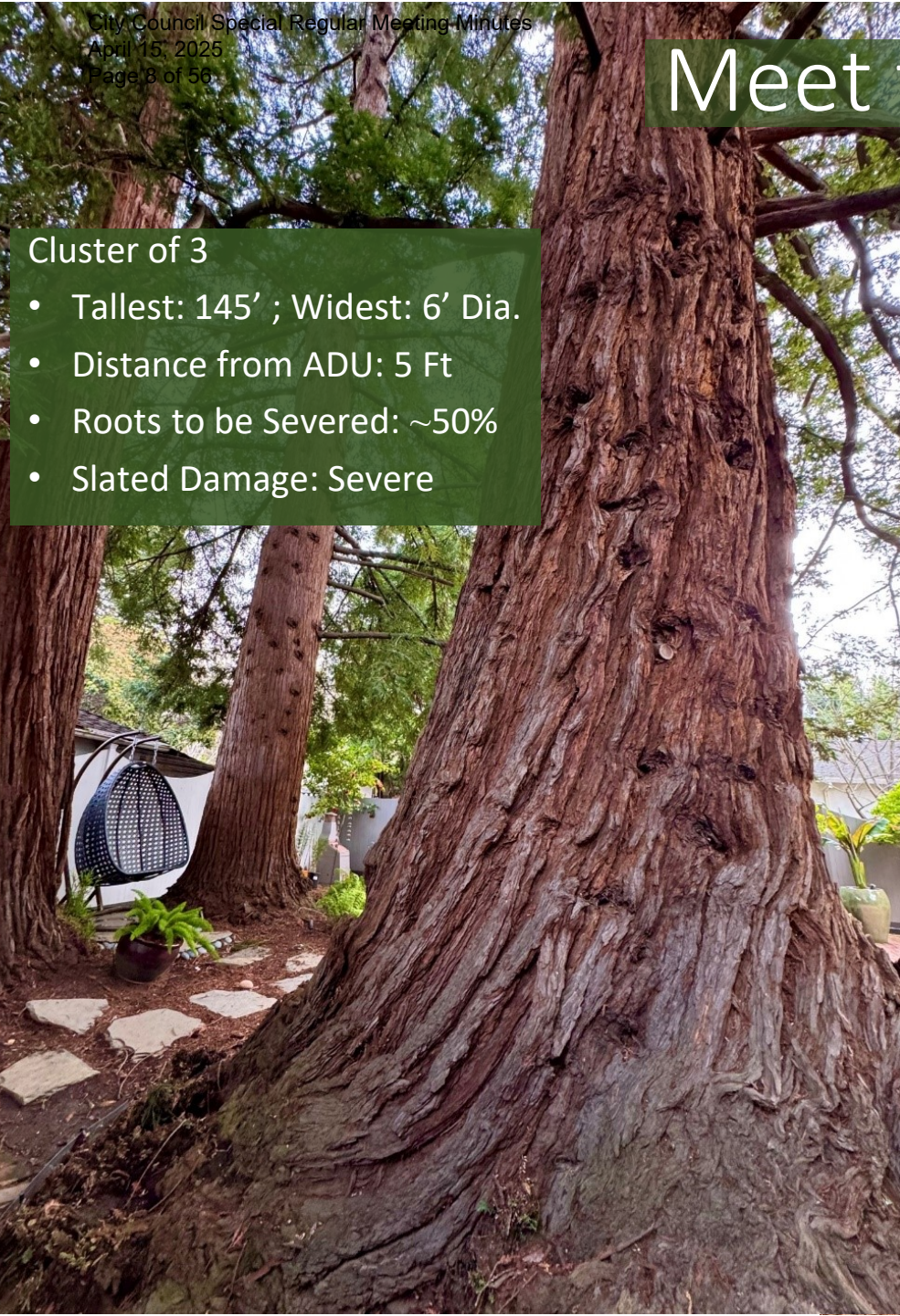
- Construction to destroy ~50% of 3 massive redwood tree roots, jeopardizing ability to stand
- Extreme risk to public safety and human life
- Alternatives to mitigate risks are available
- MP is obliged to protect public safety & human life, and prevent adverse property impact
 - CA law mandates even in midst of permitting new ADUs (regardless of size)

We urge Menlo Park City to protect our lives & prevent irreversible property damage, as required by CA Law

Meet the Redwoods

Cluster of 3

- Tallest: 145' ; Widest: 6' Dia.
- Distance from ADU: 5 Ft
- Roots to be Severed: ~50%
- Slated Damage: Severe



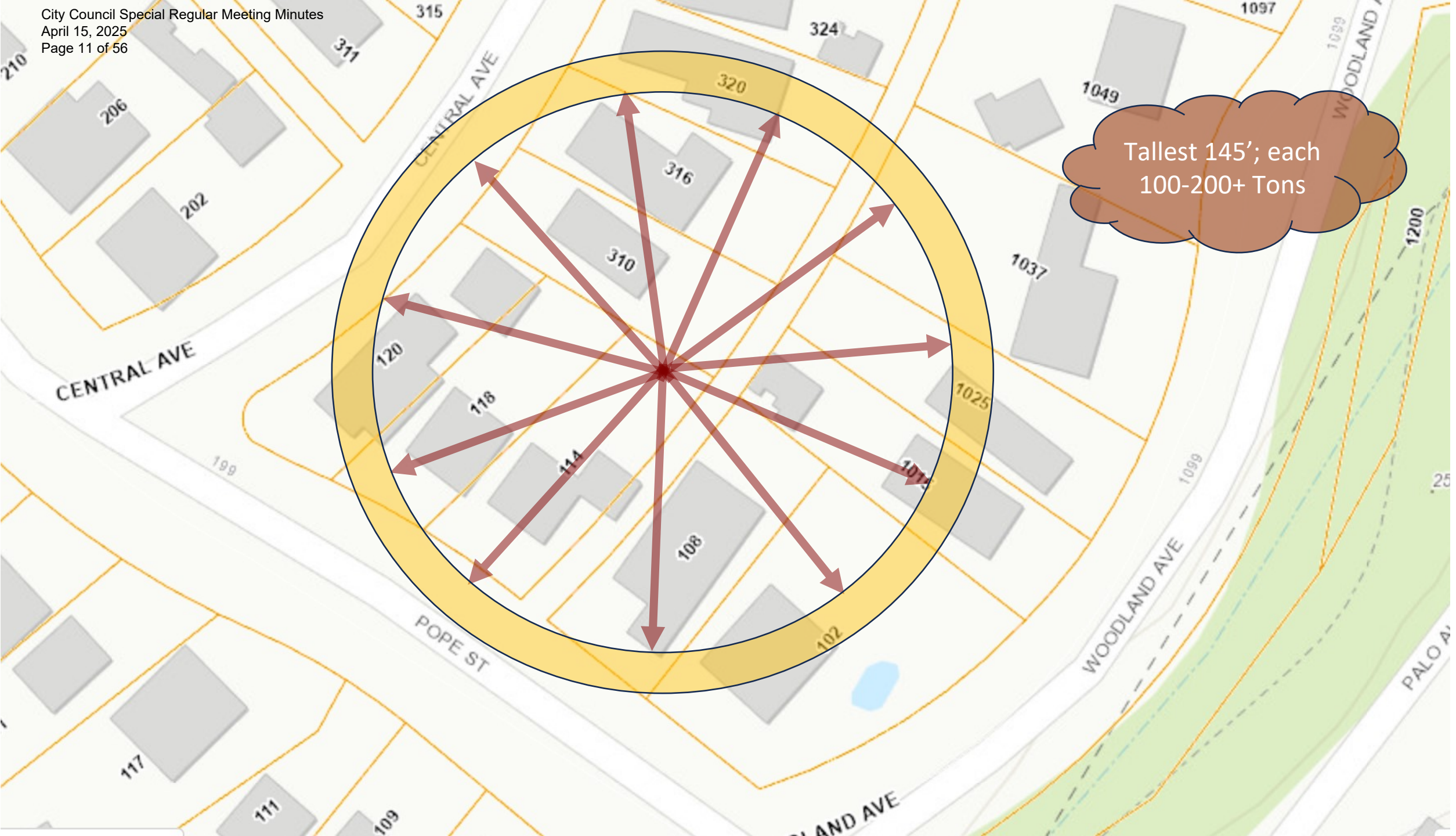
Good Neighborhood

.....Bad Outcome



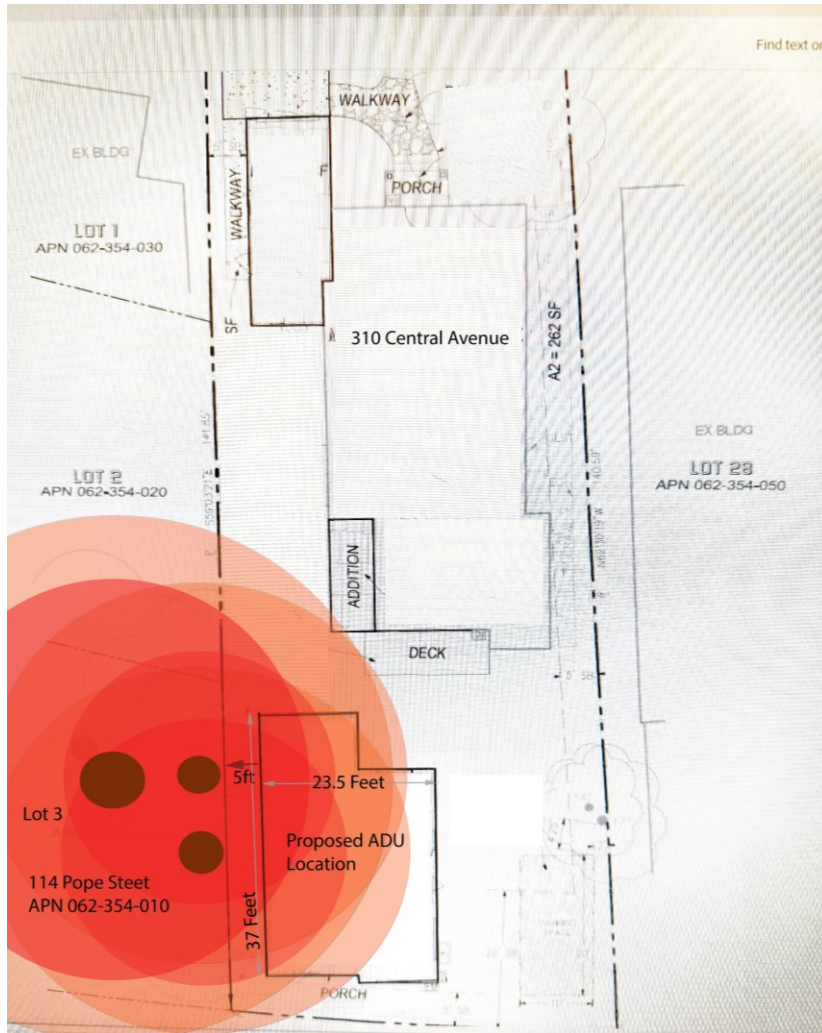
**10+ Homes & Pope
Street Within Reach**





Tallest 145'; each
100-200+ Tons

Extreme Public Safety Risk:
ADU Root Destruction → Tree Instability → Human Life Loss

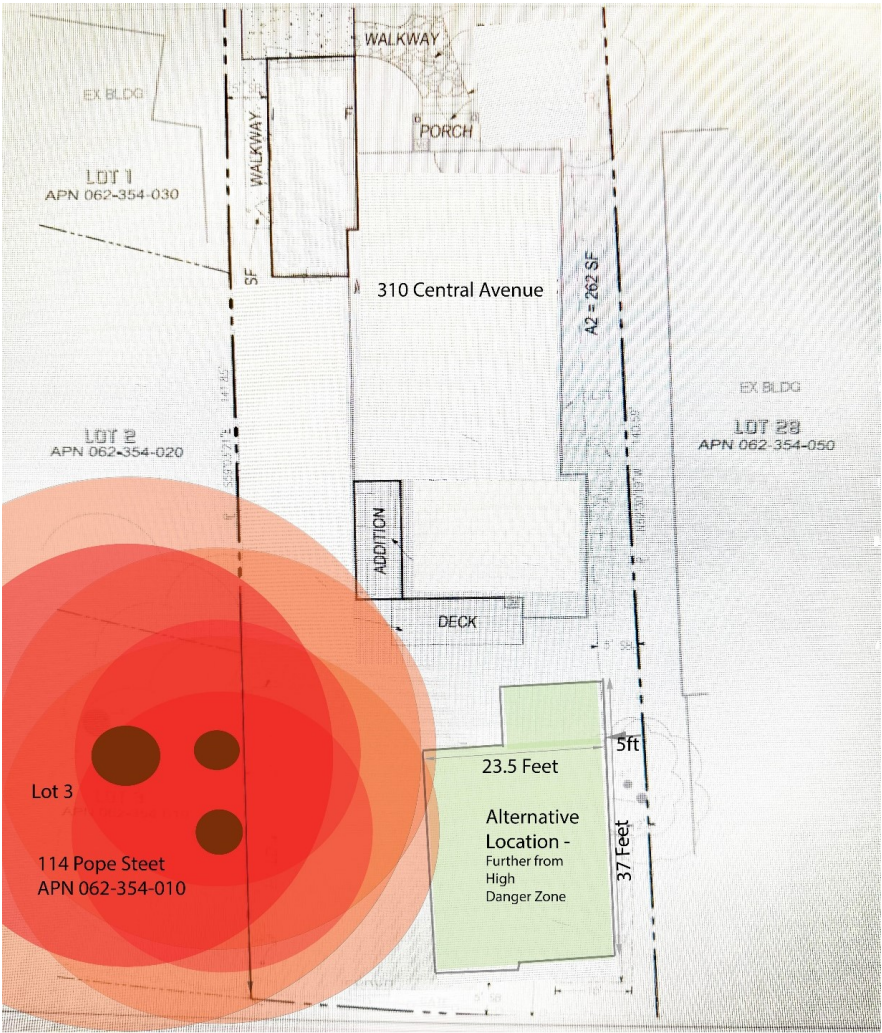


Tree	Sun Exposure	Trunk Circumference * (Inches)	Trunk Diameter (Inches)	Trunk Diameter (Feet)	Trunk Distance from My Fence	Distance from proposed ADU	Root Danger Zone (Feet from Trunk)			ADU In Danger Zone
							3X Diameter Extreme Risk	5X Diameter High Risk	8X Diameter Not Advisable	
Tree 1 Largest	Southern Eastern Western	244	77.7	6.5	12 ft	16 ft	19.5	32.5	52	Yes Within 3x
Tree 2 2 nd Largest	Eastern mainly	165	52.5	4.4	1 ft	5 ft	13.2	22	35.2	Yes Within 3x
Tree 3 3 rd Largest	Western mainly	159	50.6	4.2	1 ft	5 ft	12.6	21	33.6	Yes Within 3x

- Arborists (4) & Contractor Advise:
 - Do Not to Construct Here! Extreme Risk
 - Irreversible Root Damage - Risking structural instability, trees falling, public safety & lives
 - Move ADU, Use Post/Pillar Foundation, & Onsite Arborist-To avoid damage & catastrophic loss

Solution:

Move ADU + Pillar/Post Foundation + Arborist To Prevent Damage



Tree	Sun Exposure	Trunk Circumference * (Inches)	Trunk Diameter (Inches)	Trunk Diameter (Feet)	Trunk Distance from My Fence	Distance from Alternate ADU Location	Root Danger Zone (Feet from Trunk)			ADU Construction In Danger Zone
							3X Diameter Extreme Risk	5X Diameter High Risk	8X Diameter Not Advisable	
Tree 1 Largest	Southern Eastern Western	244	77.7	6.5	12 ft	31 ft	19.5	32.5	52	Outside 3X
Tree 2 2 nd Largest	Eastern mainly	165	52.5	4.4	1 ft	22ft	13.2	22	35.2	Outside 3X
Tree 3 3 rd Largest	Western mainly	159	50.6	4.2	1 ft	21 ft	12.6	21	33.6	Outside 3X

- Alternative Location & Precautions:
 - Move Further: Mitigate risks to public safety & lives
 - Foundation: Post/Pillar since still in danger zone (5X fr. trunks)
 - On-Site Arborist: During construction to prevent root damage

Redwood Failure Risk (for Falling) (Arborists Consensus)

- **Root Damage/Disruption Threshold**

- **>25-30%** of spread on one side: **DANGEROUS**
 - Damage in Dripline: **MORE DANGEROUS**
- **Top 18-24"**: **CRITICAL** (Feeder & Stabilizing Roots)
- Wet, sandy, sloped: **INSTABILITY** (Even if removal <25-30%)

ADU:
Destruction: ~50% & In
3X Risk Zone & Dripline

ADU: Excavation of
Critical Roots

ADU: Rain + High
Wind= Disaster

- **Structural Integrity & Risk**

- If 145' tall: Stability depends even more on lateral spread & root balance
- Damage to one side -*Especially >25-30% - To severely compromise stability, esp. in high wind or saturated soil*

- **General Rule:**

- Damage or remove >25-30% of roots on one side- Tree increasingly unsafe
- Even less damage - Risky if close to trunk, where anchor roots are most vital

ADU EXTREME RISK
Threatens Neighbors, Lives, Properties

What Happens Next – If Roots Destroyed?

- Time, Fear, Tree Death/Falling, Property Loss, Human Life Loss?
- No one can predict the exact outcome
- But the risk is Real - and Real High – According to Experts
- No human life should be risked or pinned to this fate
- Nor need it be...

Can MP Deny Permit for <800 Sq Ft ADU When Root Destruction Jeopardizes Safety & Properties:

YES

- CA law upholds, **Menlo Park has legal authority & responsibility to deny ADU permit if involves severing roots of significant tree, thereby posing substantial risk to *human safety or property*.**

CA law generally mandates ministerial (non-discretionary) approval for ADUs <800 sq. ft, **BUT approval is contingent upon compliance *w/objective health & safety standards***. CA mandates:

“No other local ordinances, policies, or regulations may be applied in approval or denial of an ADU or JADU permit application (Gov. Code, § 66317, subd. (c)).”

Does not preclude local agency from enforcing *objective standards related to health & safety*.

If ADU construction necessitates root destruction, compromising stability of large tree & posing risk of falling/damaging neighboring properties or public spaces → city can deny permit based on safety concerns.

Menlo Park Compliance w/CA Law Required: Must Uphold Protection of Human Safety and Properties

- CA Code 65852.2, (a)(1), local agency for ADU creation, shall do all of the following... including (a)(1)(A) Designate areas where ADU may be permitted, **based on aspects including “public safety.”**
- Municipality required to impose standards on ADUs to **prevent adverse impacts on properties.**[65852.2 (a)(1)(B)(i)]
- 65852.2 mandates compliance w/ building codes (which also address public safety), **and for ensuring public safety in any circumstance** (even beyond that specified via building code) **for determining non-compliance** (regardless of conformity to building codes) **if human safety is at risk.**
- ADUs must comply w/municipal code (16.79) & California Building Standards (CBC), as per 16.79.010(c). **CBC protects human & public welfare by controlling design, construction, structure location.**
- International Building Code (IBC) and International Existing Building Code (IEBC) **define measures for not endangering human life safety, neighboring properties or public rights-of-way**, as required by CA law.
- MP will be in violation of these & CA law, if 310 Central Ave. ADU is permitted.

*4 Arborists & Contractor Advised: Serious Threat to Public Safety & Lives, if
Roots Destroyed for Proposed ADU Location & Construction*

Will Menlo Park Protect Our Lives & Safety Over 310 Central ADU?



The Risk is Clear – The Law is Clear

Life is irreplaceable &
Must be protected

THANK YOU

Presented By:

Kelly Birmingham

kelly4440@yahoo.com

(408)464-9895

BACKUP

ChatGPT Confirms The Threat:



ChatGPT ▾

How Much Damage is Too Much?

General arborist rule of thumb for most large trees:



If you damage more than ~30–33% of the root zone (especially on one side), the tree becomes structurally unstable.

For redwoods specifically:

- **Damage to more than 25–30% of the root system on one side** (especially within the **critical root zone**, or CRZ) can significantly raise the risk of:
 - Windthrow (blowing over)
 - Root rot
 - Long-term dieback



Risk Timeline

- 1. Immediate Risk (0–6 months)
 - If winds are strong or soil is saturated, tree can fall suddenly, even days or weeks after root cutting.
 - Large redwoods with a top-heavy canopy and compromised roots are highly vulnerable to windthrow.
- 2. Short-Term Risk (6–24 months)
 - Tree might look fine initially. You'll likely see:
 - Leaning (can start subtly and increase with time)
 - Foliage thinning or yellowing
 - Reduced vigorPossible signs of stress-related root rot
 - A weakened tree can fail in the next storm season, especially in winter when soils are wet.
- 3. Long-Term (2+ years)
 - If it survives the first couple years, it still faces chronic stress and higher failure risk over time.
 - Even if it doesn't fall right away, the tree is now structurally compromised, and the risk may increase year by year.
-  Critical Factors That Affect
 - Fall Timing
 - Wind exposure (windward side damage is worse)
 - Soil moisture (wet soils = less grip = higher risk)
 - Slope (uphill trees with downhill root loss = bad combo)
 - Crown size (taller trees with denser foliage catch more wind)Nearby trees (if isolated, more vulnerable)
-  Real Talk: 50% Damage = High-Risk TreeWith half the root system gone, especially all on one side, a redwood can:
 - Fail within days in a storm, or
 - Survive a few years but slowly decline and fall unexpectedly
 - If there's property, trails, or people nearby, it's generally considered a hazard tree and should be evaluated immediately by an ISA-certified arborist.

Proclamation

NATIONAL ARBOR DAY – APRIL 25, 2025

WHEREAS, National Arbor Day is observed on the last Friday of April each year by many states across the country for the community planting of trees; and

WHEREAS, trees greatly benefit the health of our community and health of our planet, support our wildlife and local ecosystems and pull carbon dioxide out of the atmosphere, which mitigates global warming; and

WHEREAS, the special importance of trees in urban areas must be maintained to improve air quality, provide shade, prevent erosion of topsoil and sedimentation in waterways, maintain climatic balance, and decrease wind velocities; and

WHEREAS, the City of Menlo Park was historically forested by stands of oak, bay and other trees; and

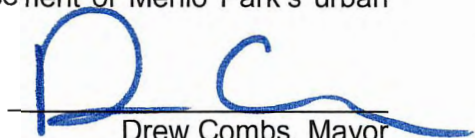
WHEREAS, the preservation and planting of trees is necessary for the continued health and welfare of the citizens of this City in order to preserve the scenic beauty and historical value of trees; and

WHEREAS, the City of Menlo Park is well known for its numerous and beautiful trees which truly enhance the desirability of Menlo Park to live, work and play; and

WHEREAS, the City's urban canopy is expertly and professionally maintained by our tree team: City Arborist Jillian Keller, Public Works Supervisor Natividad Alamo, and Trees Maintenance Workers Pablo Aguirre, Bryan López Campos and Clinton Robustelli.

WHEREAS, this is the twenty-sixth anniversary of City of Menlo Park being recognized as a member of the Arbor Day Foundation's "Tree City USA" group; and

NOW, THEREFORE, BE IT RESOLVED, that I, Drew Combs, Mayor of the City of Menlo Park, on behalf of the City Council and City, recognize April 25, 2025 as National Arbor Day and affirm the City Council's commitment to the protection and enhancement of Menlo Park's urban forest.


Drew Combs, Mayor
April 15, 2025



Proclamation

RECOGNIZING APRIL 22, 2025 AS EARTH DAY

WHEREAS, Earth Day has been celebrated globally since 1970 to unite communities around protecting our common environment to ensure future generations will have a safe and sustainable future; and

WHEREAS, the theme for Earth Day 2025, "Our Power, Our Planet" focuses on the importance of renewable energy and aiming to triple global electricity generation from renewable sources by 2030; and

WHEREAS, in 2020, the City Council adopted a climate action plan with the goal of net zero carbon emissions by 2030; and

WHEREAS, all people of this Earth, no matter their country, gender, income, race, sexual orientation, gender identity or abilities, have a right to live in a healthy environment; and

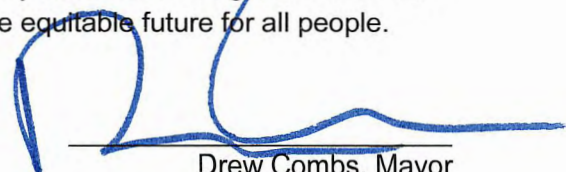
WHEREAS, in 2024, following three years of community outreach and engagement, the City of Menlo Park adopted its first General Plan Environmental Justice (EJ) Element, which aims to implement community-identified priorities and actions that identify and address public health risks and environmental justice concerns as well as foster the well-being and resilience of City residents living in underserved communities; and

WHEREAS, local cities, including Menlo Park, are working together to address the climate crisis including the creation of Peninsula Clean Energy, which supplies 100% carbon-free electricity for all customers in Menlo Park; and

WHEREAS, Menlo Park's success in reducing the greenhouse gas emissions responsible for climate change and presence in Silicon Valley gives it a unique opportunity to demonstrate leadership and set an example for other cities to take climate action with innovative, comprehensive and expeditious approaches; and

WHEREAS, the City of Menlo Park is a co-sponsor of the upcoming "Love Our Earth Festival," to be held April 26 at the Belle Haven Community Campus and encourages all community members to attend to celebrate Earth Day; and

NOW, THEREFORE, BE IT RESOLVED, that I, Drew Combs, Mayor of the City of Menlo Park, on behalf of the City Council and City, encourage our community to celebrate the Earth and deepen their understanding of the urgency of climate change, and the need to create a healthier, safer, more equitable future for all people.



Drew Combs, Mayor
April 15, 2024



Proclamation

NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK, APRIL 13 – 19, 2025

WHEREAS, National Public Safety Telecommunications Week (NPSTW) is held annually during the second week of April to honor public safety telecommunicators for their commitment, service and sacrifice; and

WHEREAS, all 911 centers, including emergency communications centers (ECCs), public safety answering points (PSAPs), public safety communications centers (PSCCs), emergency operations centers (EOCs), and other public safety command centers, are a critical component of emergency communications and provide critical, life-saving emergency services to the public; and

WHEREAS, telecommunicators are the first voice you hear when you dial for help, often keeping callers calm and providing life-saving guidance—from how to administer CPR to how to assist someone giving birth—when emergency personnel are on the way; and

WHEREAS, behind the scenes, highly trained telecommunicators interpret an ever-increasing array of information transmitted with 911 calls, which enables emergency personnel to better locate and assist those who are in distress, and also actively plan, coordinate, and direct the response activities of these personnel, especially when multiple agencies are involved; and

WHEREAS, as part of National Public Safety Telecommunications Week, communities are encouraged to review best practices for making emergency calls, such as directing non-emergency phone calls to non-emergency phone numbers, providing accurate details and location information, staying calm, speaking clearly, and not hanging up when calling by mistake; and

WHEREAS, this week is a time to celebrate and thank telecommunications personnel across the nation who serve our communities, citizens, and public safety personnel 24 hours a day, seven days a week; and

NOW, THEREFORE, BE IT PROCLAIMED, I, Drew Combs, Mayor of the City of Menlo Park, on behalf of the City Council and City, hereby recognize April 13 – 19, 2025 as National Public Safety Telecommunications Week, in celebration of the vital contributions of public safety telecommunicators.

Drew Combs, Mayor
April 15, 2025

Proclamation

NATIONAL LIBRARY WEEK APRIL 6 – 12, 2025

WHEREAS, National Library Week is an annual celebration highlighting the valuable role libraries, librarians and library workers play in strengthening our communities and transforming lives; and

WHEREAS, this year's theme is "Drawn to the Library," celebrating how libraries inspire creativity, foster connections, and bring communities together; and

WHEREAS, the City of Menlo Park Library, through its brick-and-mortar two locations at 800 Alma Street and 100 Terminal Avenue and a wide range of online resources, inspires creativity and brings together people of all ages and walks of life, from young families seeking educational play and storytime, to teens hanging out together in an enriching and safe environment after school; from seniors seeking technology help and lifelong learning to entrepreneurs sketching out their next project; the library helps us connect the dots from one part of our journey to the next; and

WHEREAS, the City of Menlo Park Library's mission is to provide equal access to information and resources for all residents and promote the free exchange of information and ideas for all; and

WHEREAS, the City of Menlo Park Library continuously adapts to the evolving needs of the community by providing public access to books, computers, and high-speed internet; study and learning spaces; early childhood literacy programs; cultural and educational events to support lifelong learning and enrichment for community members of all ages and abilities; and

WHEREAS, the City of Menlo Park Library receives grassroots support from local residents through volunteering, through fundraising by Friends of Menlo Park Library and Menlo Park Library Foundation, and with the support and advice of the City Council-appointed Library Commission; and

NOW, THEREFORE, BE IT PROCLAIMED I, Drew Combs, Mayor of the City of Menlo Park, hereby proclaim and celebrate April 6 – 12, 2025 as National Library Week in Menlo Park.



Drew Combs, Mayor
April 15, 2025





Aquatics fees and amendment

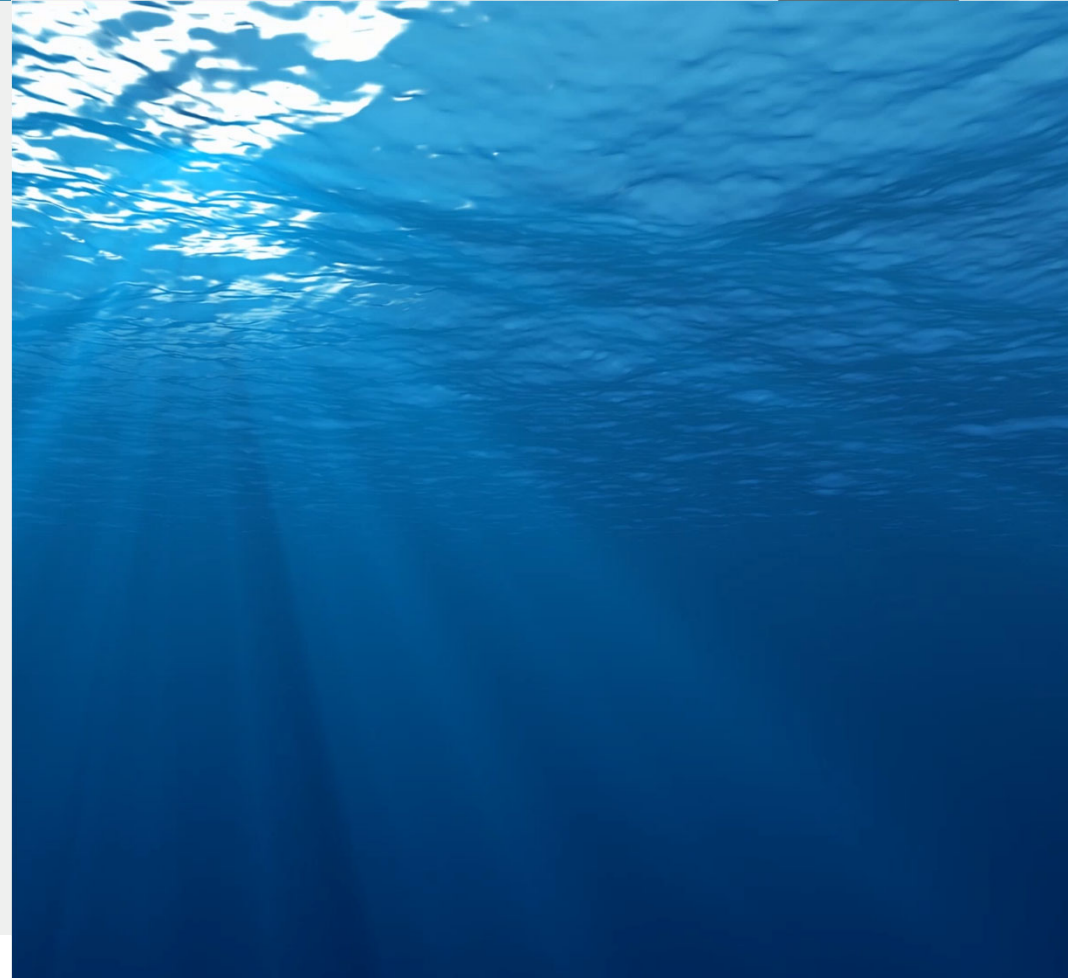
Sean Reinhart, Library and Community Services Director



Recommendations

Staff recommends that the City Council:

- A. Adopt a resolution to increase aquatics fees (Attachment A)
- B. Authorize an amendment to the aquatics operator agreement (Attachment B).





Overview

- Policy issues
- Background
- Causes
- Analysis
- Recommendations
- City Council action





Additional information

- Aquatics working group feedback
- Operator's message to City Council





Aquatics working group – some highlights

- April 8 at BHCC
- Youth swim lessons and scholarships are important
- Hyperlocal and swim lesson fees are a good value
- It takes time for a new location to build a community of swimmers
- Word of mouth support from community-based organizations is essential



Operator's Message



Menlo Park City Council
April 15, 2025

City Commitment

When a city decides to provide an aquatic center to its community it focuses on:

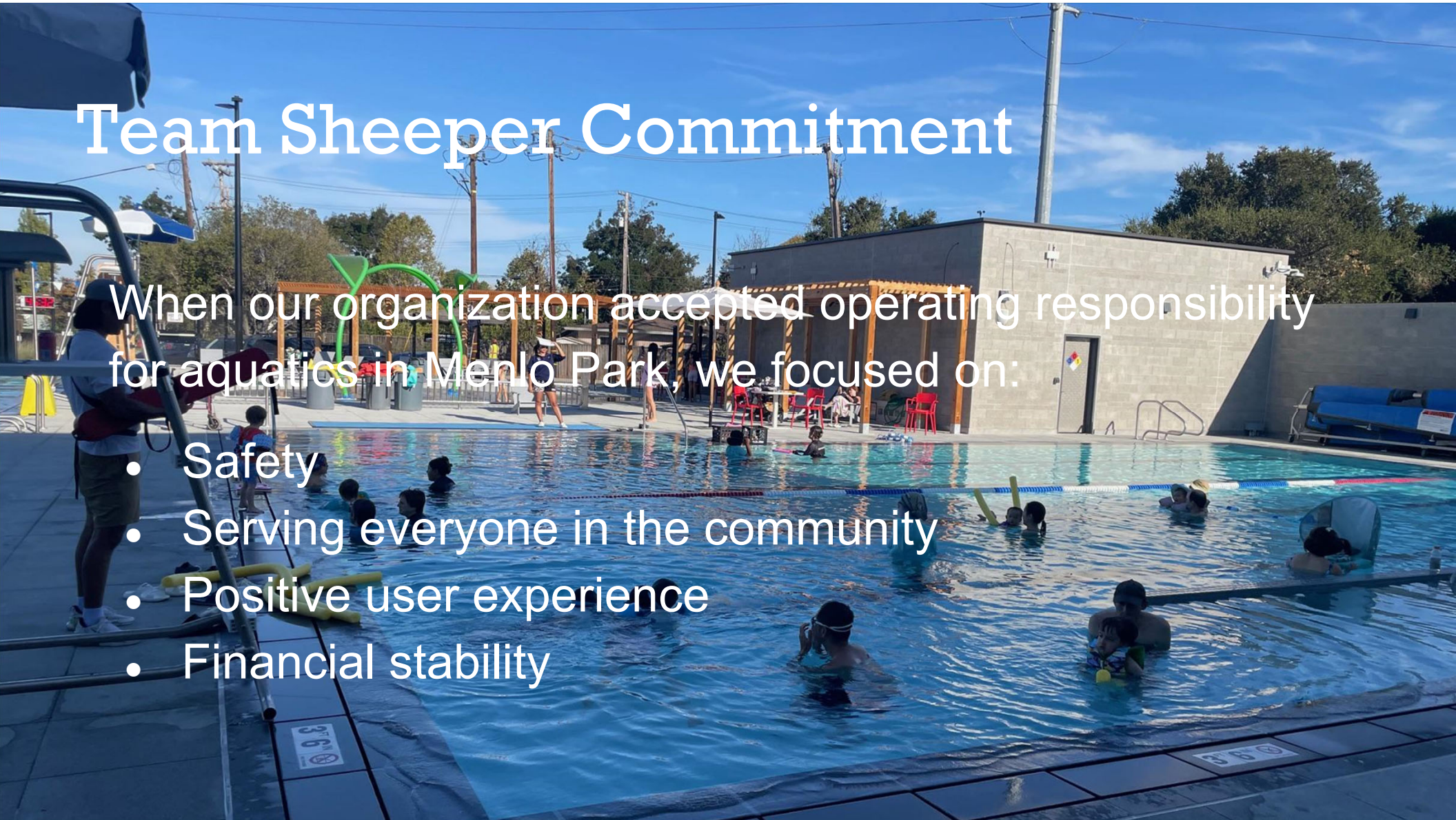
- Safety
- Serving everyone in the community
- Positive user experience
- Financial stability



Team Sheeper Commitment

When our organization accepted operating responsibility for aquatics in Menlo Park, we focused on:

- Safety
- Serving everyone in the community
- Positive user experience
- Financial stability



What Happened?

- City has worked hard to get the most benefit for all residents
- City had high hopes of what both aquatic centers could deliver to the community
- Team Sheeper was cautiously optimistic aligning with City vision
- Team Sheeper worked hard to meet standard and expectations
- Team Sheeper has lost \$1000 a day for the last 10 months

Why we are here

- Request more time to build an aquatic community to deliver on the City Council's vision for every member of the Menlo Park community
- Flexibility to use our passion and experience to provide excellent aquatic services to every member of the Menlo Park community
- Keep the City-wide aquatic program alive and healthy for every member of the community to continue enjoying.

Thank you!





Actions and remedies

City Council - April 15, 2025



Aquatics user fees

- Resolution in Attachment A
- Increase aquatics fees effective April 16
- Moderate increases to non-resident fees in multiple categories
- Small increases to resident fees in some categories
- No changes proposed to fees for hyperlocal residents, senior residents, fee-assisted scholarship programs, youth swim camps, or open swim for children and families.





Subcontractor lane rental fees

- Increase to \$20 per lane per hour for Nonprofit renters
- New fee: \$24 per lane per hour for Commercial renters
- New fee: \$16 per lane per hour for City Resident Target renters
 - Nonprofit groups whose total membership is at least 2/3 (67%) incorporated City of Menlo Park residents or at least 1/2 (50%) Hyperlocal residents
- 6 of the current 7 lane renters are willing to accept increase to \$20 for Nonprofit renters.





Amendment – Operating hours

- Attachment B
- Off-season operating hours. Retain the required minimum 63 hours per week at Belle Haven Pool during the summer “peak season”
- Operator may request to operate fewer than 63 hours per week during the “off-season”
- All schedule changes remain subject to City staff approval.





Amendment – Revenue share

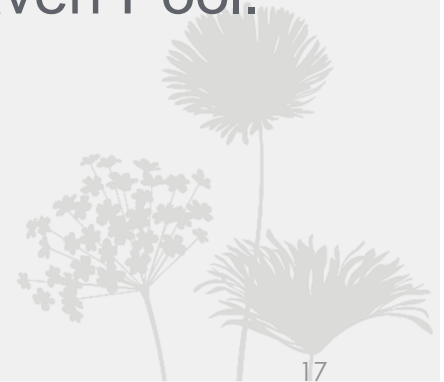
- Waive the Operator's annual revenue share payment through Dec. 31
- Current Agreement waives the revenue share payment through Oct. 1, 2024
- Longer waiver period is recommended based on the reduction in resident and lane rental fees, and therefore the associated revenue.





Summary impacts of remedies

- Attachment G
- Includes alternate revenue share remedies
- Would stabilize, but not fully recover losses that have adversely impacted Operator's ability to continue
- Operator will need to have strong performance and increased attendance in summer 2025, especially at Belle Haven Pool.

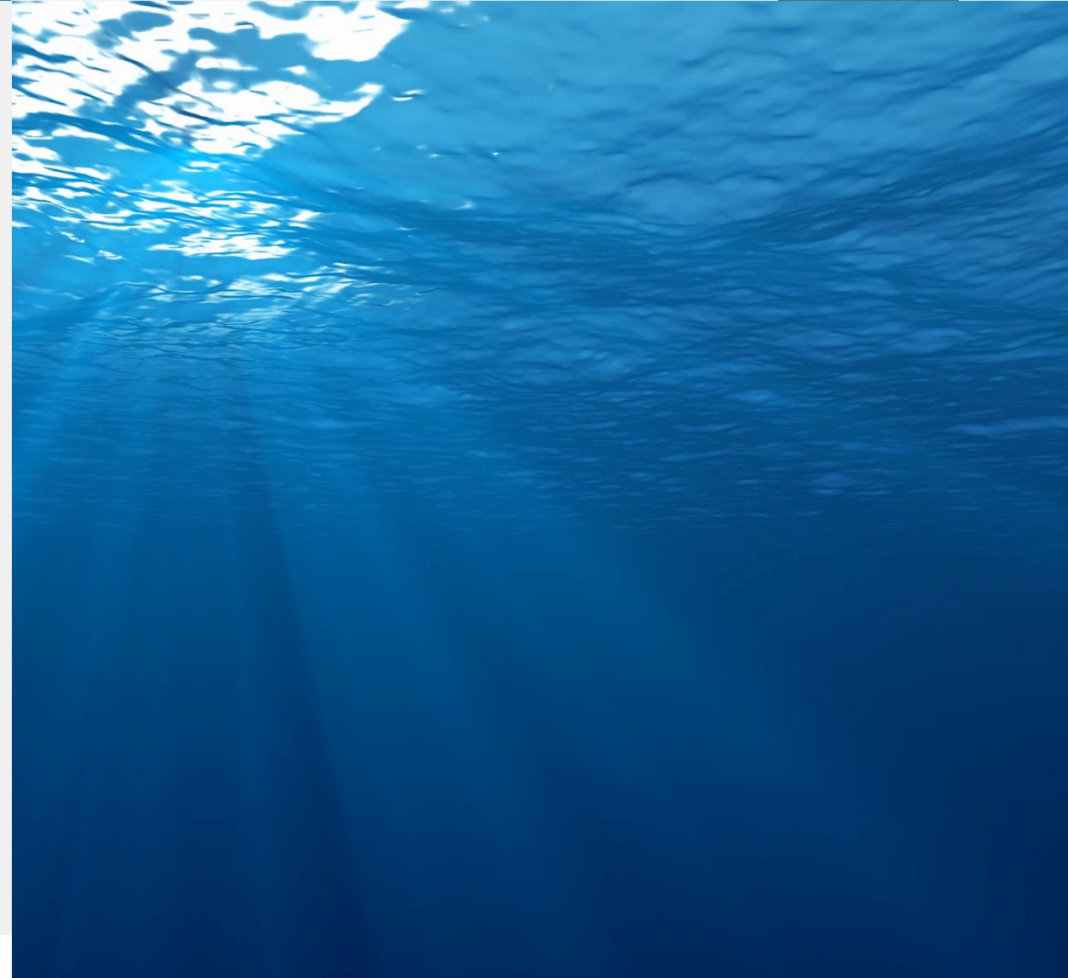




Recommendations

Staff recommends that the City Council:

- A. Adopt a resolution to increase aquatics fees (Attachment A)
- B. Authorize an amendment to the aquatics operator agreement (Attachment B).





Thank you



Fiscal Year 2025-26 Budget Principles

Brittany Mello, Administrative Services Director



Agenda

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





Proposed budget principles

Staff presents the below budget principles for fiscal year 2025-26 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.
- 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 and ongoing collaboration with the Countywide Equity Working Group.





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

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





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.





Budget development calendar

Date	Description
February 25	Update on capital improvement plan (CIP)
April 15	City Council reviews and approves budget principles
April 15	City Council workshop final report review
May 13	General Fund and CIP five-year forecast review
May 28	Budget portal opens to public
May 29	Public budget workshop
June 10	Budget public hearing
June 24	Budget adoption



City Council approval and direction

- Approve the fiscal year 2025-26 budget principles
- Review the budget development calendar





Thank You