



SPECIAL AND REGULAR MEETING MINUTES

Date: 5/13/2025
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 5:39 p.m.

B. Roll Call

Present: Combs, Nash, Schmidt, Taylor (arrived at 5:42 p.m.), 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 – existing litigation
Paragraph (1) of subdivision (d) of §54956.9)
Name of case: SAVE DOWNTOWN MENLO, an unincorporated association v. CITY OF MENLO PARK, a California city; and THE MAYOR AND CITY COUNCIL OF THE CITY OF MENLO PARK and DOES 1-50
Case No. 25-CIV-02592

Regular Session

D. Call To Order

Mayor Combs re-called the meeting to order at 6:36 p.m.

Mayor Combs called the meeting to order to honor and moment of silence for Dylan Taylor.

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 pulled item J4.

H. Public Comment

- Alberto T. Garcia spoke in support of the new chairs placed at the Belle Haven Community Campus and requested additional attention to the needs of seniors.

I. Presentations and Proclamations

I1. Presentation: OneShoreline

OneShoreline Chief Executive Officer Len Materman made the presentation (Attachment).

The City Council reordered the agenda.

I3. Presentation: Menlo Park Youth Poetry Voices presentation

Library and Community Services Supervisor Rose Waldman made the presentation.

I5. Proclamation: Bike Month (Attachment)

Mayor Combs introduced the proclamation (Attachment).

Complete Streets Commission Chair Sally Cole accepted the proclamation.

I6. Proclamation: Mental Health Awareness Month (Attachment)

- John Butler spoke in support of the recognition of Mental Health Month and available mental health services.

Mayor Combs introduced the proclamation (Attachment).

San Mateo County Behavioral Health Commissioner Frieda Edgette accepted the proclamation.

I7. Proclamation: Public Works Week (Attachment)

Mayor Combs introduced the proclamation (Attachment).

Public Works Director Azalea Mitch accepted the proclamation.

I2. Presentation: Youth Advisory Committee

The Youth Advisory Committee made the presentation (Attachment)

The City Council discussed the increased membership and accomplishments.

Youth Advisory Committee (YAC) provided feedback requesting more opportunities to advise City advisory bodies.

14. Presentation: 2024 STEM (science, technology, engineering and mathematics) Winners

Santa Clara Valley Science and Engineering Fair Association Board member Forrest Williams introduced the item (Attachment).

J. Consent Calendar

J1. Accept the City Council meeting minutes for April 15, 2025 (Attachment)

J2. Consider and adopt a resolution authorizing the city manager to execute an agreement with Bigbreak LLC (DBA Chefables) in an amount not to exceed \$155,000 for the delivery of food services at the Belle Haven Child Development Center for fiscal year 2025-26 (Staff Report #25-068-CC)

J3. Consider and adopt a resolution renewing Chapter 2.70 of the Menlo Park Municipal Code entitled military equipment use ordinance, Menlo Park Military Equipment Use Policy, and finding that the 2024 Menlo Park Police Department annual military equipment report complies with the standards of approval set forth in Menlo Park Police Department policy 708.7 and Government Code §7071(d) (Staff Report #25-066-CC)

- Pam D. Jones requested that Assembly Bill 481 (AB 481) State law language be included in the resolution.

The City Council discussed the additional AB 481 language.

ACTION: Motion and second (Combs/ Taylor), to approve the consent calendar except item J4., passed unanimously.

J4. Authorize the city manager to execute a professional services agreement with LSA to prepare an environmental impact report for a proposed mixed-use development project at 80 Willow Rd. (Willow Park) (Staff Report #25-069-CC)

Senior Planner Calvin Chan made the presentation (Attachment).

- Menlo Forward representative Kevin Kranen spoke in support of an agreement with LSA and provided recommendations and suggestions on the scope of work.
- Nadia Naik spoke on the importance of the environmental impact report (EIR) timeline.
- Naomi Goodman spoke on the importance of the California Environmental Quality Act (CEQA) review.

The City Council received clarification on Kevin Kranen and Nadia Naik emailed requests, current scope and plan provided by LSA, displacement data concerns on additional housing displacement, peer reviews of all applicant studies and submittals and number of meetings and public hearings.

ACTION: Motion and second (Nash/ Wise), to authorize the city manager to execute the professional services agreement with LSA for the amount of \$905,799 and future augments as may be necessary to complete the environmental impact report for the proposed mixed-use development at 80 Willow Rd., based on the proposed scope and budget, passed 4-1 (Taylor dissenting).

K. Study Session

K1. Updated General Fund five-year forecast for fiscal years 2024-25 through 2028-29 (Staff Report #25-072-CC)

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

The City Council received clarification on Transient Occupancy Tax (TOT) rates, Capital Improvement Plan (CIP) levels, salaries and overtime, vacancy rates, rental income, cost of services projections, U.S. Geological Survey Campus (USGS) property taxes and using CIP funding, if needed, for future deficits.

The City Council delayed providing direction to staff on the CIP funding levels in the five-year forecast until receiving the second study session specific to the CIP.

K2. Provide direction on the five-year capital improvement plan (Staff Report #25-070-CC)

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

- Laura Melahn spoke in favor of beginning the slow street program pilot in Allied Arts.
- Adina Levin spoke in support of linking CIP to the overall budget discussion and the inclusion of transportation master plan projects, commented on increased costs of longer projects and requested clarification on climate resilience bonds related to SAFER Bay and Measure A reauthorization.

Mayor Combs was recused and exited the meeting.

The City Council received clarification, in relation to SAFER Bay, on design and construction cost/contract, Meta and PG&E contributions and FEMA (Federal Emergency Management Agency) funding.

The City Council discussed, in relation to SAFER Bay, funds for the project, use of the Bayfront Mitigation Fund and additional stakeholders for a backup funding source.

The City Council directed, in relation to SAFER Bay, using the Bayfront Mitigation Fund as a backup funding source.

Mayor Combs rejoined the meeting.

The City Council received clarification on high voltage streetlight conversion project timeline and funding, Downtown Parking lots Nos. 7 and 8 resurfacing projects, slow streets programs and funding, quiet asphalt options on Bay and Pierce Roads, Transportation Impact Fee (TIF) for data driven slow street and Measure T funding availability.

The City Council discussed the Environmental Justice (EJ) program implementation fund, prioritization of short-term quality of life programs like quiet zones, bike safety and slow streets, higher-level of CIP funds and precursor measures for slow streets programs.

The City Council directed staff to incorporate a one-time transfer of \$4.9 million from the General

Fund to the CIP into the fiscal year 2025-26 budget, not use the Downtown Public Amenity Fund for the quiet zone project, to utilize the Environmental Justice Program Implementation Fund for the Urban Forest Management Plan, not to reduce existing budgets of existing projects and to increase the CIP contribution throughout the five-year forecast in the update being brought to City Council in June, pertaining to the first study session.

ACTION: By acclamation, the City Council extended the meeting beyond 11 p.m.

L. Public Hearing

- L1. Consider and adopt a resolution to increase aquatic subcontractor lane rental fees; and authorize the city manager to execute an amendment to the aquatics operator agreement (Staff Report #25-071-CC)

Library and Community Services Director Sean Reinhart made the presentation (Attachment).

Mayor Combs opened the public hearing.

- SOLO Aquatics Treasurer Eric Kuhnen spoke on concerns of the current aquatics operator audit.

Mayor Combs closed the public hearing.

The City Council received clarification on outreach efforts by the operator and city.

The City Council discussed City Council direction at previous meetings.

No action.

M. Informational Items

- M1. City Council agenda topics: May – June 2025 (Staff Report #25-073-CC)
- M2. Police department quarterly update / Q1 January – March 2025 (Staff Report #25-067-CC) (Informe de Personal #25-067-CC)
- M3. Update on amending City Council Policy CC-01-1996 Community Funding Program (Staff Report #25-074-CC)

The City Council discussed retaining the subcommittee and including youth and adult civic engagement in the priorities.

N. City Manager Report

City Manager Murphy reported out on the May 15 Bike to Anywhere Day, the May 17 Household Hazardous Waste event and the opening of summer recreation registration.

O. City Councilmember Reports

City Councilmember Taylor reported out on the San Francisco Bay Conservation Development

Commission and City/County Association of Governments of San Mateo County (C/CAG) meetings and the Progress Seminar.

City Councilmember Schmidt reported out on the Progress Seminar.

Mayor Combs reported out on hosting a Laurel Upper Campus third grader fieldtrip.

P. 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 27, 2025.

May 13, 2025

Menlo Park City Council

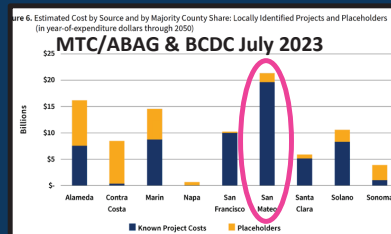
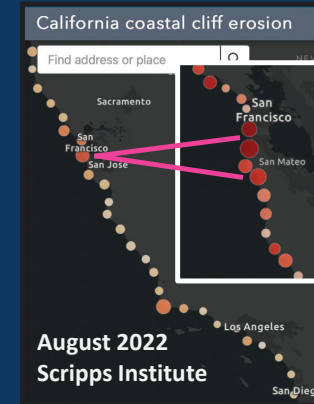
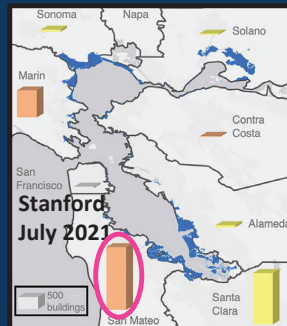
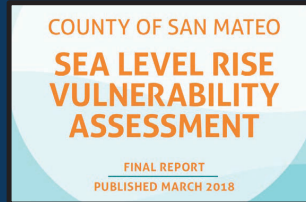
San Mateo County Flood and Sea Level Rise Resiliency District

Len Materman, CEO

info@OneShoreline.org

OneShoreline
Building Solutions for a Changing Climate

OneShoreline Background



Climate change is a transformative challenge most effectively addressed through regional collaboration.



State legislation established OneShoreline on January 1, 2020 as the first independent government agency to plan and build regional resilience to the water-related impacts of climate change: flooding, sea level rise and groundwater rise, coastal erosion, and drought.

A holistic approach to:
**THREATS
GEOGRAPHY
OBJECTIVES**

OneShoreline 2025-26 Priorities

- **Plan land use, private development, and public infrastructure for climate-driven conditions and with regional resilience projects; and develop Regional Shoreline Adaptation Plans (RSAP) complying with new State guidelines**
- **Advance projects that align long-term resilience for developed, natural, and public access areas across jurisdictions**
- **Alert people to and reduce the impacts of today's extreme storms made worse by rising tides**
- **Develop ongoing local funding streams to sustain these efforts long-term and to continue to leverage outside funding opportunities**



**Menlo Park is no stranger
to the impacts of:**

- **atmospheric rivers**
- **higher tides**
- **and a combination
of both**

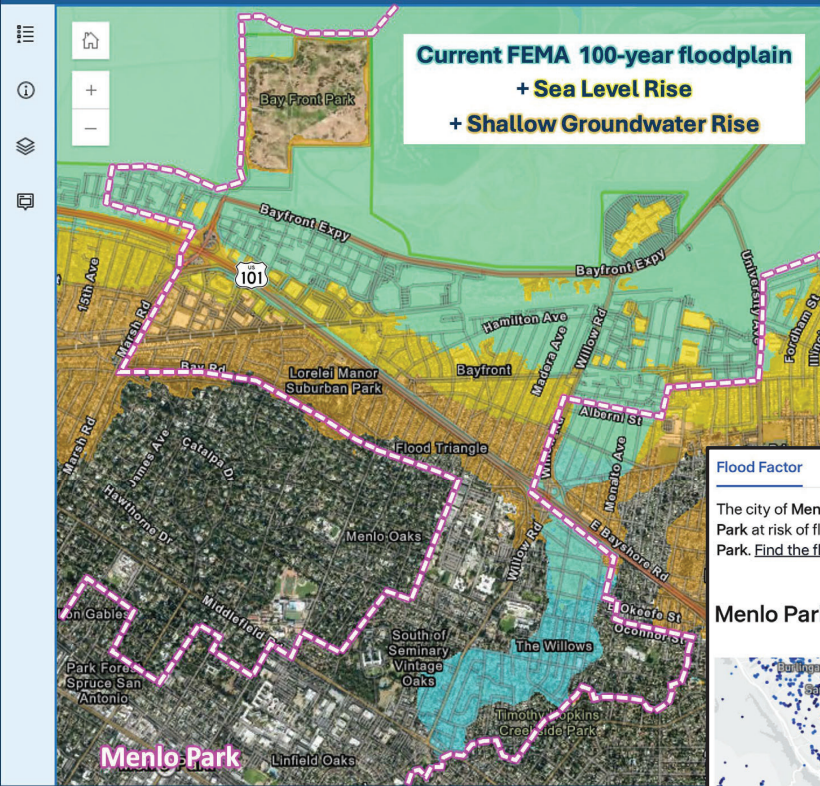


Climate vulnerabilities in Menlo Park and beyond

Vulnerable major infrastructure:

- **wastewater treatment**
- **potable water**
- **natural gas**
- **electricity**
- **roadways**

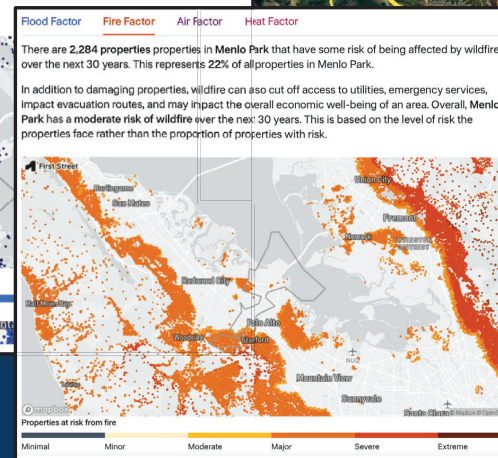
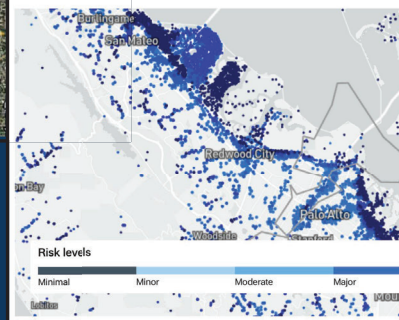
OneShoreline Bayside Map of Future Conditions



Flood Factor **Fire Factor** **Air Factor** **Heat Factor** **First Street**

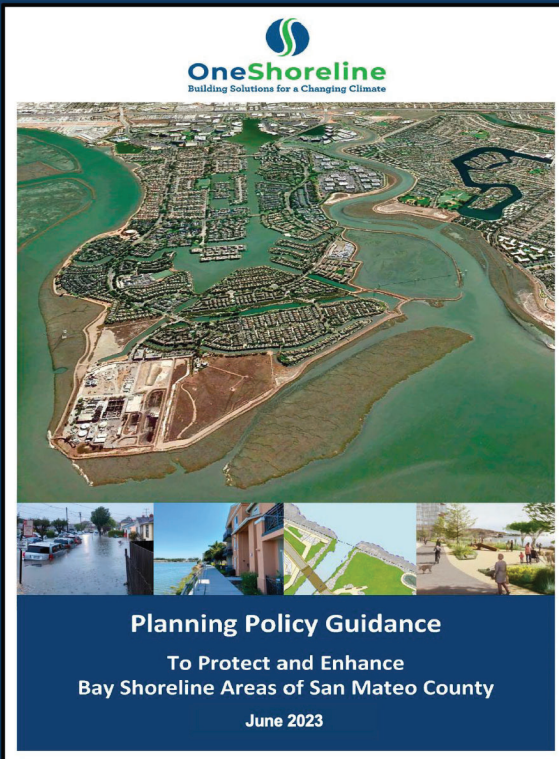
The city of Menlo Park has moderate risk from flooding. There are 3,320 properties in Menlo Park at risk of flooding over the next 30 years. This represents 33.2% of all properties in Menlo Park. [Find the flood risk for a specific property.](#)

Menlo Park Flood Map



OneShoreline Priorities

- Plan land use, private development, and public infrastructure for future climate-driven conditions and with regional resilience projects



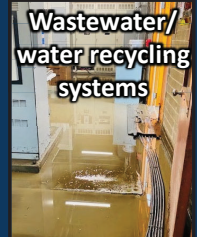
[OneShoreline.org/Planning-Guidance](https://OnShoreline.org/Planning-Guidance)

Guidance text for a general or specific plan, or zoning ordinance, can lead to Development Agreements like this in Burlingame:

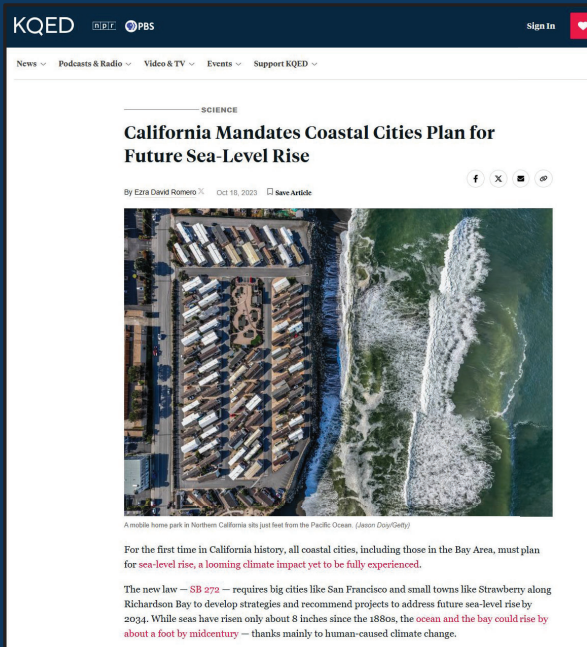
that the applicant shall install shoreline infrastructure to the full elevation specified in the City of Burlingame Map of Future Conditions. However, in-lieu of installing shoreline infrastructure to the full elevation specified in the City of Burlingame Map of Future Conditions, the applicant may do both of the following:

- (a) install shoreline infrastructure to an elevation equal to the FEMA Coastal BFE + 3.0 feet that is FEMA-certified (conforming to Title 44, Section 65.10 of the Code of Federal Regulations); and
- (b) dedicate a Public Use Easement to the City and/or the San Mateo County Flood and Sea Level Rise Resiliency District (District) across the 100-foot shoreline band to accommodate the full elevation of required shoreline infrastructure improvements which easement expressly allows the City and/or District to install such improvements within the Public Use Easement. Any Public Use Easement must be reviewed and approved by the City and the District prior to recordation, which approval shall not be unreasonably withheld.

Countywide guidance to make *Public Infrastructure* resilient to climate change:

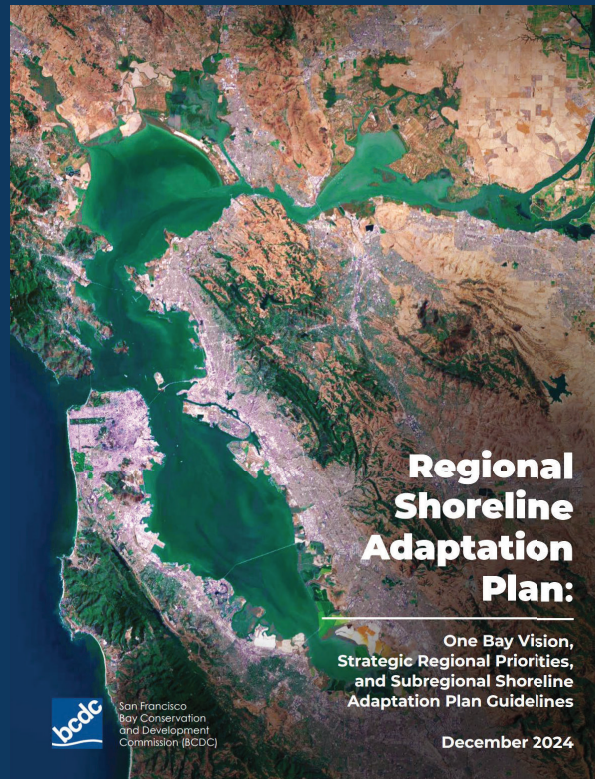


Regional Shoreline Adaptation Plans (RSAP)



Senate Bill 272 requires that waterfront jurisdictions complete an approved shoreline adaptation plan by January 1, 2034 and provides incentives for earlier adoption

In December 2024, BCDC adopted guidelines for Bayside RSAPs



OneShoreline plans to develop an RSAP for Brisbane in partnership with SF, SSF, and Caltrans.

OneShoreline is also preparing a grant application to complete a multi-jurisdictional RSAP for Menlo Park, East Palo Alto, Redwood City, San Carlos, and Belmont. The planning process would start in early 2026 and conclude two years later with City Council adoptions.

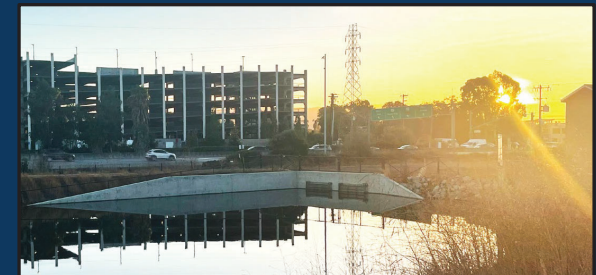
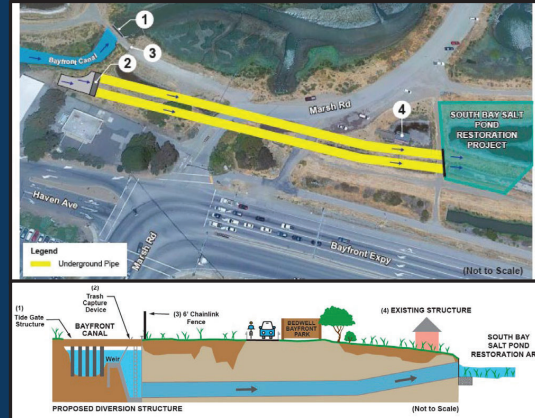
OneShoreline Priorities

- Advance projects that align long-term resilience for developed, natural, and public access areas across jurisdictions



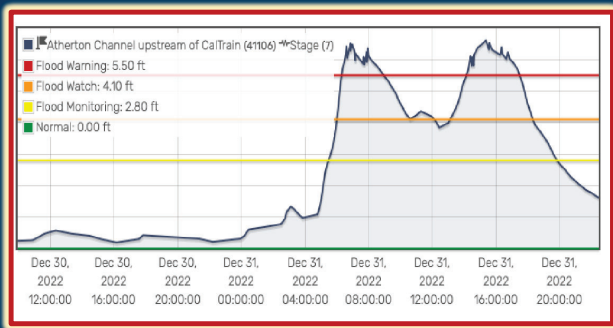
OneShoreline's Bayfront Canal and Atherton Channel Flood Protection and Ecosystem Restoration Project

- Has functioned as designed – reducing flooding by diverting stormwater from Bayfront Canal and Atherton Channel to the U.S. Fish & Wildlife Service Ravenswood Pond Complex
- Construction funded by Menlo Park, Redwood City, Atherton, San Mateo Co, CA Dept. of Water Resources
- Construction was completed in 2022
- A large trash capture device improves water quality
- Staff from OneShoreline and Redwood City operate and maintain the infrastructure and a OneShoreline consultant supports the monitoring and reporting of required project mitigations through 2028



OneShoreline Priorities

- Alert people to, and reduce the impacts of, today's extreme storms made worse by rising tides



A OneShoreline 5-year permit to remove debris from Bayside creeks includes Atherton Channel at Haven Avenue in Menlo Park



OneShoreline's Flood Early Warning System

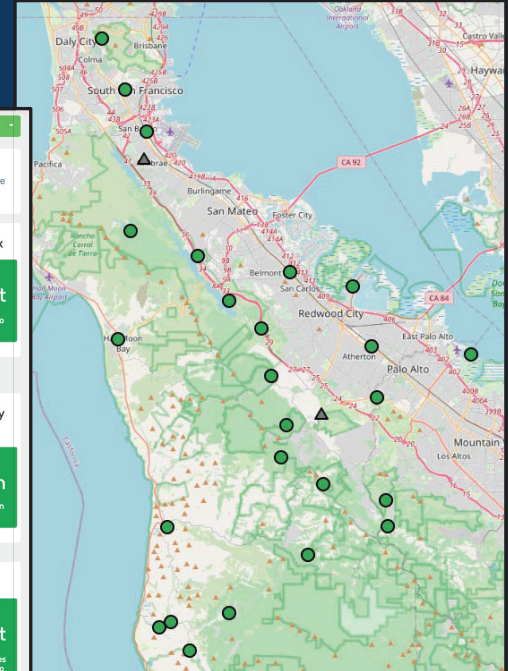
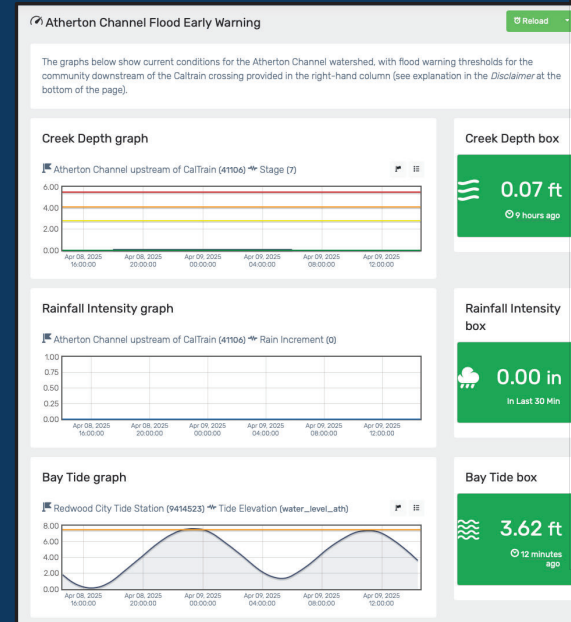
OneShoreline operates, maintains, and is expanding a Flood Early Warning System – a countywide network of 32 stream, rain, and tide gauges connected online that:

- Alerts agencies and public to flooding in real time
- Collects data to inform the planning projects that reduce flooding

This winter, OneShoreline staff began to push alerts to emergency points of contact when the 75% and 100% thresholds are triggered on:

- Atherton Channel
- Colma Creek
- Belmont Creek
- San Bruno Creek

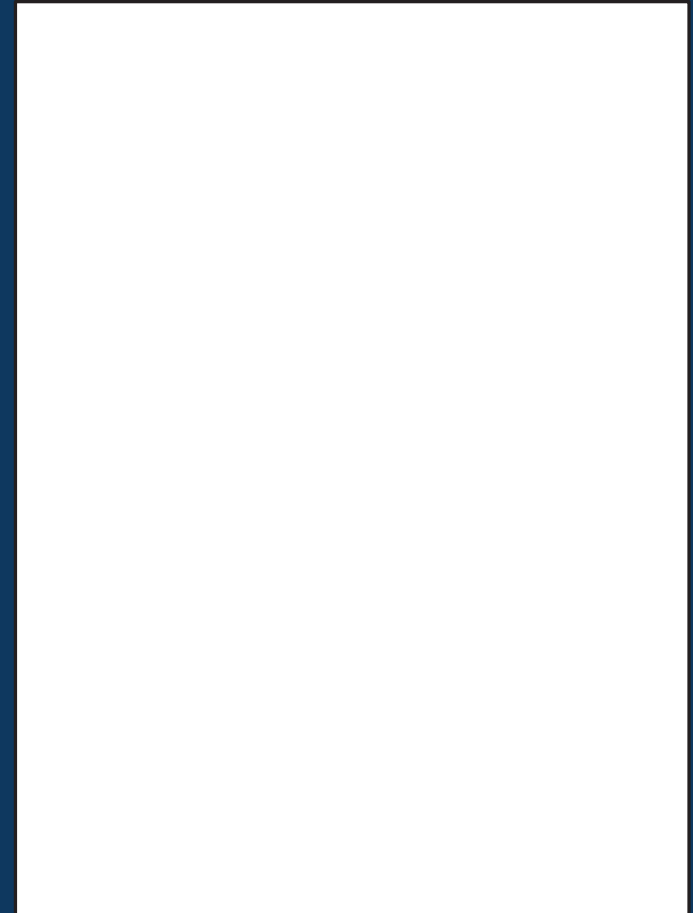
Recently, the Flood Early Warning System effort has focused on expanding the system to many areas of the county, including farther upstream along Atherton Channel



OneShoreline Priorities

- **Develop ongoing local funding streams to sustain these efforts long-term and continue to leverage outside funding**

- In 2020, 2021, and 2022, OneShoreline received start-up funding for operations from all 20 cities, which was matched every year by San Mateo County.
- Operating efficiencies and external funding have enabled OneShoreline to make the initial 3 years of start-up funding last 9 years – through December 2028.
- In addition to this start-up funding and property taxes from three long-standing flood zones, since 2020 OneShoreline has brought in (mostly project) funding of over \$30 million.
- In November 2024, OneShoreline received a second round of funding for 3 years from San Mateo County and we now request that cities match their previous 3 years of funding. This would enable continued operations and continue to leverage outside funding through the end of the decade, and until a financing mechanism is established to support long-term reliable operating and capital project funding.





Thank you



info@OneShoreline.org

OneShoreline
Building Solutions for a Changing Climate

Proclamation

RECOGNIZING MAY 2025 AS BIKE MONTH

WHEREAS, National Bike Month was established in 1956 as an annual recognition of bicycling as a convenient, fun, popular and healthy form of transportation in the United States; and

WHEREAS, the City of Menlo Park acknowledges that whether traveling to work, school or simply running errands, bicycling is an integral commute mode in the multimodal transportation network which alleviates traffic congestion, reduces air pollution and decreases fuel consumption; and

WHEREAS, bike-to-work, bike-to-school and bike-to-whenever days have proven effective in encouraging adults and children to bicycle and educating residents about the environmental importance of biking to work, school or wherever regularly; and

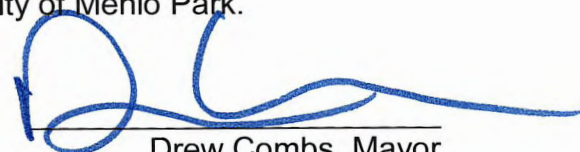
WHEREAS, the City of Menlo Park encourages both residents and visitors to bike in order to improve air quality, reap the health benefits of cycling and reduce traffic congestion; and

WHEREAS, the City of Menlo Park Safe Routes to School program encourages children to walk and bicycle to school to develop life-long skills and independence; and

WHEREAS, the City of Menlo Park has repeatedly demonstrated its commitment to Vision Zero and Complete Streets by actively working to build out its biking infrastructure to enable safer travel by people of all ages and abilities; and

WHEREAS, the Bay Area participated in the 14th Annual National Bike-to-School Day on May 7 and will participate the 31st Annual Bike-to-Work/Wherever Day event on May 15 partnering with local bicycle coalitions, public school districts, private schools and non-profit agencies in promoting a month-long message that bicycling is a fun, healthy and environmentally viable form of transportation; and

NOW THEREFORE, BE IT PROCLAIMED that I, Drew Combs, Mayor of the City of Menlo Park, on behalf of the City Council and City, do hereby proclaim the month of May 2025 as Bike Month in the City of Menlo Park.



Drew Combs, Mayor
May 13, 2025

Proclamation

MENTAL HEALTH AWARENESS MONTH MAY 2025

WHEREAS, mental health conditions are among the most common health conditions and more than half the world's population will live with a mental health condition in their lifetime; and

WHEREAS, in 2021 – 2023, approximately 12.5% of San Mateo County adults had serious psychological distress in the past year and San Mateo County youth grades 7, 9 and 11 reported social emotional distress (25%, 26% and 32%, respectively) in the past 12 months; and

WHEREAS, every day, millions of people face stigma related to mental health and substance use conditions and may feel isolated and alone, going years before receiving any help; if left untreated, have life expectancies 25 years shorter than the general population; and

WHEREAS, while mental health conditions are common across all types of demographics, certain communities face inequitable access to services, including people of color, the LGBTQ+ community, youth, and older adults; and

WHEREAS, mental health and substance use conditions are treatable health conditions, and persons who have these conditions can recover and lead full and meaningful lives; and

WHEREAS, residents have access to many behavioral health services at no cost. San Mateo County Behavioral Health and Recovery Services (BHRS) and its contracted network of providers, offer the full spectrum of direct treatment, specialized supports, early intervention, crisis supports and prevention; and

WHEREAS, San Mateo County BHRS, StarVista, San Mateo County Mental Health Month Planning Committee and partners are collectively organizing activities that San Mateo County community members can participate in throughout the month, including free in-person and virtual events; and

WHEREAS, this month is the time to educate ourselves on the signs and symptoms of mental health and substance use conditions, professional and self-help resources and self-care practices; and

NOW, THEREFORE, BE IT PROCLAIMED, I that I, Drew Combs, Mayor of the City of Menlo Park, on behalf of the City Council and City, do hereby recognize May 2025 as Mental Health Awareness Month, to enhance public awareness of mental health to help end the stigma and direct members of the community to resources and support for mental health and substance use conditions.



Drew Combs, Mayor
May 13, 2025

Proclamation

PUBLIC WORKS WEEK, MAY 18 – 24, 2025

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and the well-being of the people of the City of Menlo Park; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector; and

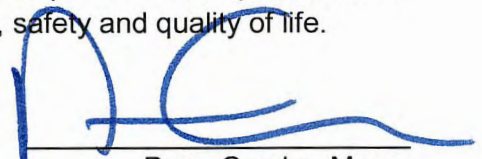
WHEREAS, public works professionals are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the City of Menlo Park to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works in their respective communities; and

WHEREAS, this year's theme, "People, Purpose, Presence," highlights the three cornerstone ideals that motivate public works professionals to serve in their communities every day; and

WHEREAS, many times, public works professionals will never meet those whose lives have been impacted because when things are going right, no one knows that public works is there. Yet, with or without acknowledgment, public works is ever present, working in the background to advance quality of life for all; and

NOW THEREFORE, BE IT PROCLAIMED that I, Drew Combs, Mayor of the City of Menlo Park, on behalf of the City Council and City, do hereby designate the week of May 19 – 25 National Public Works Week and recognize the substantial contributions that public works professionals make to our national health, safety and quality of life.



Drew Combs, Mayor
May 13, 2025





Menlo Park Youth Advisory Committee

Parks and Recreation Commission and City Council Presentation

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YAC group



What is the Youth Advisory Committee?

- Engage with and advise various Menlo Park Commissions
- Connect with the next generation of Menlo Park citizens, inspiring them to be involved in the community
- Encourage youth participation in local government and civic affairs
- Assist city staff on activities, events and programs to meet the needs of youth and teens in the community

By empowering the youth of today, we build a more engaged community for the future

YAC Meetings

- Meetings twice a month at *Belle Haven Community Campus* on Wednesdays, from September to May
- Discuss relevant city issues and current events
- Plan and arrange a YAC-sponsored project
- One speaker/commission per month
 - Aquatics
 - Sustainability
 - Assistant Director of Library and Community services, Nick Szegda



YAC Work Plan

As Ambassadors for the City of Menlo Park:

- Volunteer for city-sponsored events
- Present a service project to City Council
- Listen to city staff deliver presentations and provide feedback
- Work together to plan recruitment for the following year

City Service

YAC members are required to volunteer for at least one event hosted by the City of Menlo Park each year

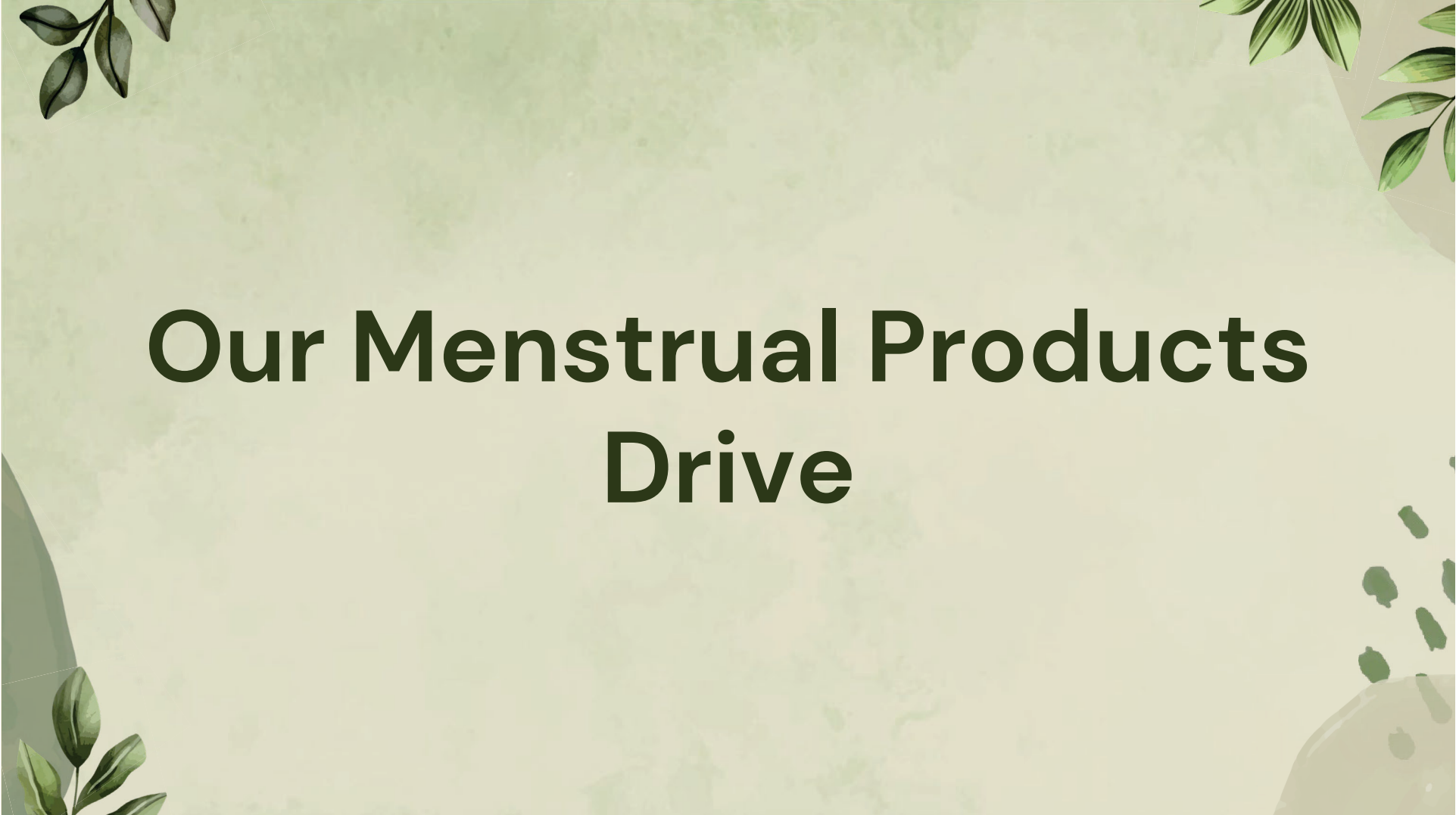
The City of Menlo Park hosts a wide variety of community events, celebrations, observances, cultural and educational programs for all ages

Events we have been or will be volunteers at this year include

- Halloween Hoopla, Trunk or Treat, Light Up the Season, Photos with Santa, Black Liberation Month Celebration, Spring Festival

City Service Photos





Our Menstrual Products Drive

YAC Subcommittees

Four committees

- Project Team
- Social Media and Marketing Team
- Presentation Team
- Recruitment Team

Project Team

Our goal

- Collect and distribute **menstrual products** to those in need within the community

What we do:

- Collect and organize donations
- Coordinate with the Social Media and Marketing Team

Social Media and Marketing Team

Our goal

- Publicize information about the **Menstrual Products Drive** across the city, focusing on how to donate and receive menstrual products.

What we do:

- Promote on Social Media
- Design flyers & graphics
- Provide Updates

Presentation Team

Our goal

- Effectively communicate YAC's mission, project, and impact on the community.

What we do:

- Construct an informative presentation
- Coordinate with other Teams
- Prepare the rest of YAC to present

Recruitment Team

Our goal

- Ensure YAC remains active and continues its mission in the community.

What we do:

- Marketing surrounding next years application process
- Collaborate with Schools & Community Groups
- Compose the application questionnaire



Our Reflections



Questions?

Certificate of Recognition

Presented to

Matthias Garzon

*2024 STEM Winner
Synopsis Championship Science Fair*

Presented May 13, 2025



A handwritten signature in blue ink, appearing to read "Drew Combs", is written over a horizontal line.

Drew Combs, Mayor
City of Menlo Park

Certificate of Recognition


Presented to

Evangelos Papadimitriou

*2024 STEM Winner
Synopsis Championship Science Fair*

Presented May 13, 2025




Drew Combs, Mayor
City of Menlo Park



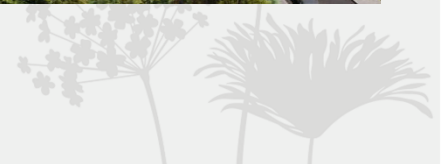
Willow Park (80 Willow Rd.) Professional Services Agreement for Environmental Review

Calvin Chan, Senior Planner



Background

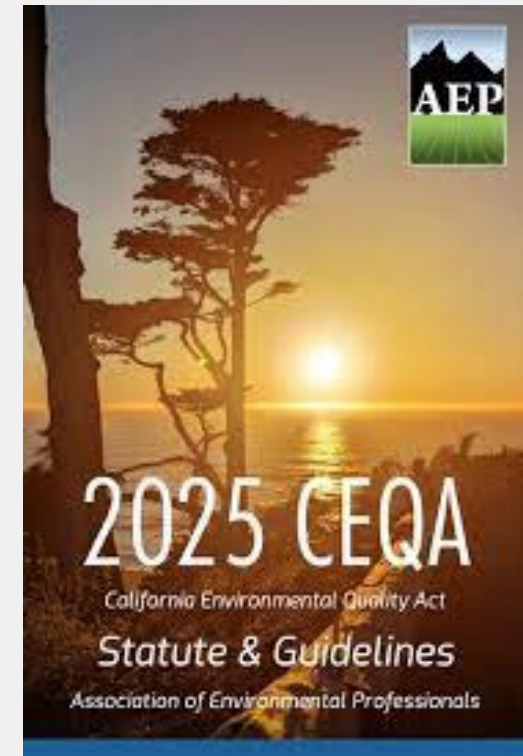
- Proposed mixed-use development
 - Residential, office, retail, hotel, Montessori school
- Application requests:
 - Use permit
 - Architectural control
 - Tentative map
 - Below market rate housing agreement
 - Heritage tree removal permit
 - Environmental review





Purpose of the California Environmental Quality Act (CEQA) and Environmental Review

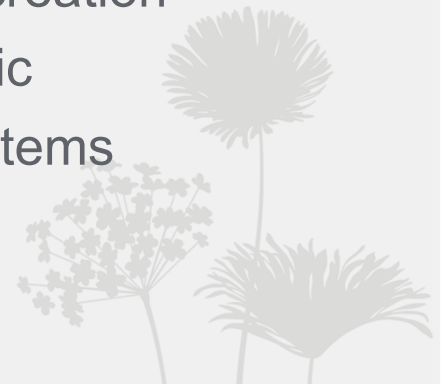
- Disclose the potential environmental impacts of a proposed project
- Enhance public participation in the environmental review process
- Facilitate interagency coordination
- Minimize project impacts on the environment
- Publicly disclose the decision-making process





Environmental Review Topic Areas

- Aesthetics
- Agriculture and Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources
- Noise and Vibration
- Population, Housing, and Employment
- Public Services and Recreation
- Transportation and Traffic
- Utilities and Service Systems





Major Environmental Review Milestones

Initial Study, Notice of Preparation, and
Environmental Impact Report (EIR) Scoping
Session



Draft EIR Review/Comment Period

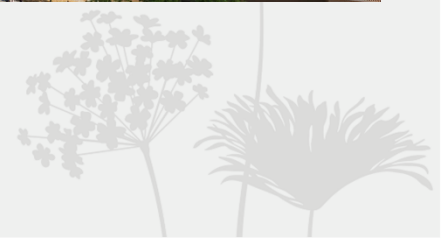


Final EIR Certification and Project Action



Request for Proposal (RFP) for CEQA Consultant

- RFP distributed
- Six proposals received
- Evaluation criteria:
 - Qualifications
 - Cost
 - Timing
 - Experience
 - Scope of work





Top CEQA Consultant Proposals

	EMC Planning Group	ICF	LSA
Cost (\$)			
Base EIR	923,252	978,068	727,228
Total Cost With 10% Contingency	1,015,577	1,075,875	799,951
Optional Tasks	161,892	123,704	105,848
Total Cost With Contingency and Optional Tasks	1,177,469	1,211,950	905,799
Timing (Months)	24	17	17



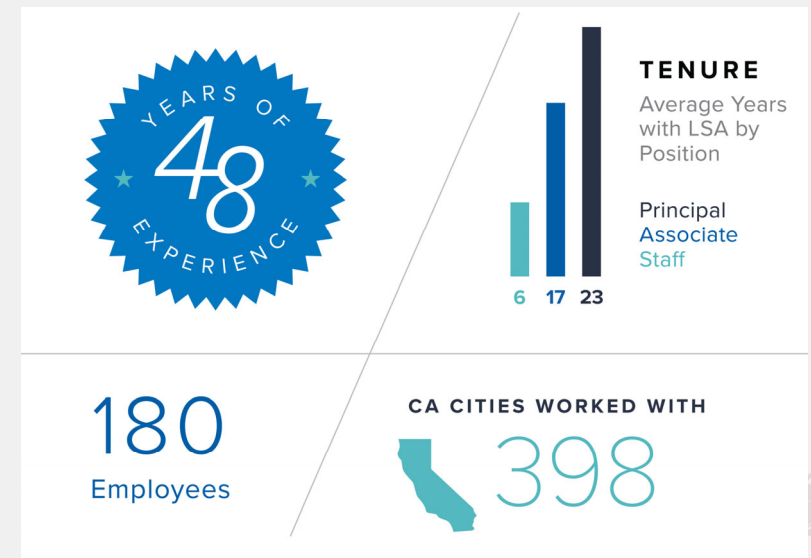
Staff recommends LSA as CEQA Consultant

	EMC Planning Group	ICF	LSA
Cost (\$)			
Base EIR	923,252	978,068	727,228
Total Cost With 10% Contingency	1,015,577	1,075,875	799,951
Optional Tasks	161,892	123,704	105,848
Total Cost With Contingency and Optional Tasks	1,177,469	1,211,950	905,799
Timing (Months)	24	17	17



Staff recommends LSA as CEQA Consultant

- Researched and well written proposal
- Subconsultants:
 - Keyser Marsten & Associates
 - Baseline Environmental Consulting
 - Kittelson & Associates
- Menlo Park EIR experience:
 - 111 Independence Dr.
 - Lume/Menlo Uptown
 - Vasara/Menlo Portal
 - Menlo Flats





Next Steps

- Finalize professional services contract
- CEQA consultant begins preparing Initial Study
- View latest project information and sign up for email updates at menlopark.gov/80willow





General Fund five-year forecast update

Brittany Mello, Administrative Services Director



Agenda

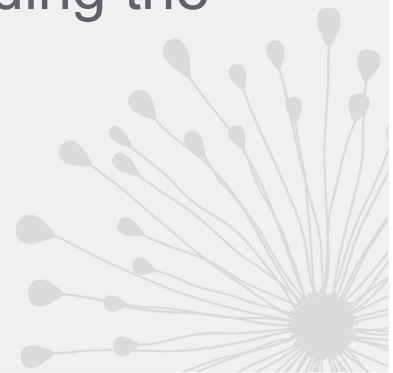
- Background
- Forecast assumptions
- Transient Occupancy Tax (TOT)
- Fiscal year 2024-25 year-end projection
- Capital Improvement Plan (CIP) contribution
- Five-year General Fund forecast scenarios
- Questions





Background

- Five-year forecast provides financial outlook of revenues and expenditures for the General Fund
- Serves as a planning tool to support long-range decision-making
- Based upon current policies, economic trends and known future obligations
- Developed with input from a variety of sources, including the executive team and expert consultants





Revenue assumptions

- Property taxes: average annual growth of 4.3%
- Transient Occupancy Tax (TOT):
 - Uses 14% tax rate beginning Jan. 1, 2025
 - Increases to 15.5% tax rate from Jan. 1, 2026 onwards
- Sales tax: average annual growth of 2.4%
- Licenses and permits: increase to historical baseline, grow at annual rate of 3% beginning 2026-27
- \$1 million annual transfer from Developer Special Revenue fund through fiscal year 2027-28
 - Used for Belle Haven Community Campus (BHCC) operations
- Grant revenues reduced to reflect current funding levels





Expenditure assumptions

- Salaries and wages forecast using CalPERS actuarial data
 - Includes vacancy and turnover rate assumption
- Non-retirement benefits: average annual growth of 4.5%
- Retirement benefits and additional accrued liability (UAL) payment forecast using most recent CalPERS actuarial data
- Services and operating expenses: annual growth of 3%
 - Includes non-spendable operating assumption
- Transfer for the Capital Improvement Plan (CIP) presented at two levels: \$3.2 million or \$4.86 million





Transient Occupancy Tax

- City's second largest revenue source
 - Approximately 15% of General Fund revenues
- November 2024 ballot measure to raise TOT from 12% to 15.5% over two-year period approved by 83.55% of voters
 - Allows City Council to adjust the rate up or down so long as it does not exceed 15.5%
 - Additional estimated revenue of \$3.6 million once fully implemented at 15.5% helps maintain reserve levels in five-year forecast
- Forecast does not consider addition of Hotel Moxy
 - Would be incorporated following permit issuance





Fiscal year 2024-25 year-end projection

- Based on year-to-date expenditures and revenues received as of mid-April and projections through June 30, staff estimate a year-end surplus of approximately \$1 million
- Projections will continue to be refined during budget preparation and provided June 10 and 24
- Opportunity for one-time uses of any year-end surplus





Capital Improvement Plan (CIP) contribution

- The CIP is funded through grants, special revenue funds, the water enterprise fund, and annual transfers from the General Fund
- The General Capital Improvement Fund receives an annual transfer from the General Fund
 - Fiscal year 2024-25 budget includes a \$3.2 million General Fund contribution to the CIP
- Additional transfers occur throughout each fiscal year as project needs arise
- Total transfers have averaged \$4.862 million annually from fiscal year 2018-19 through 2024-25
- Unmet funding needs in future years of the five-year CIP





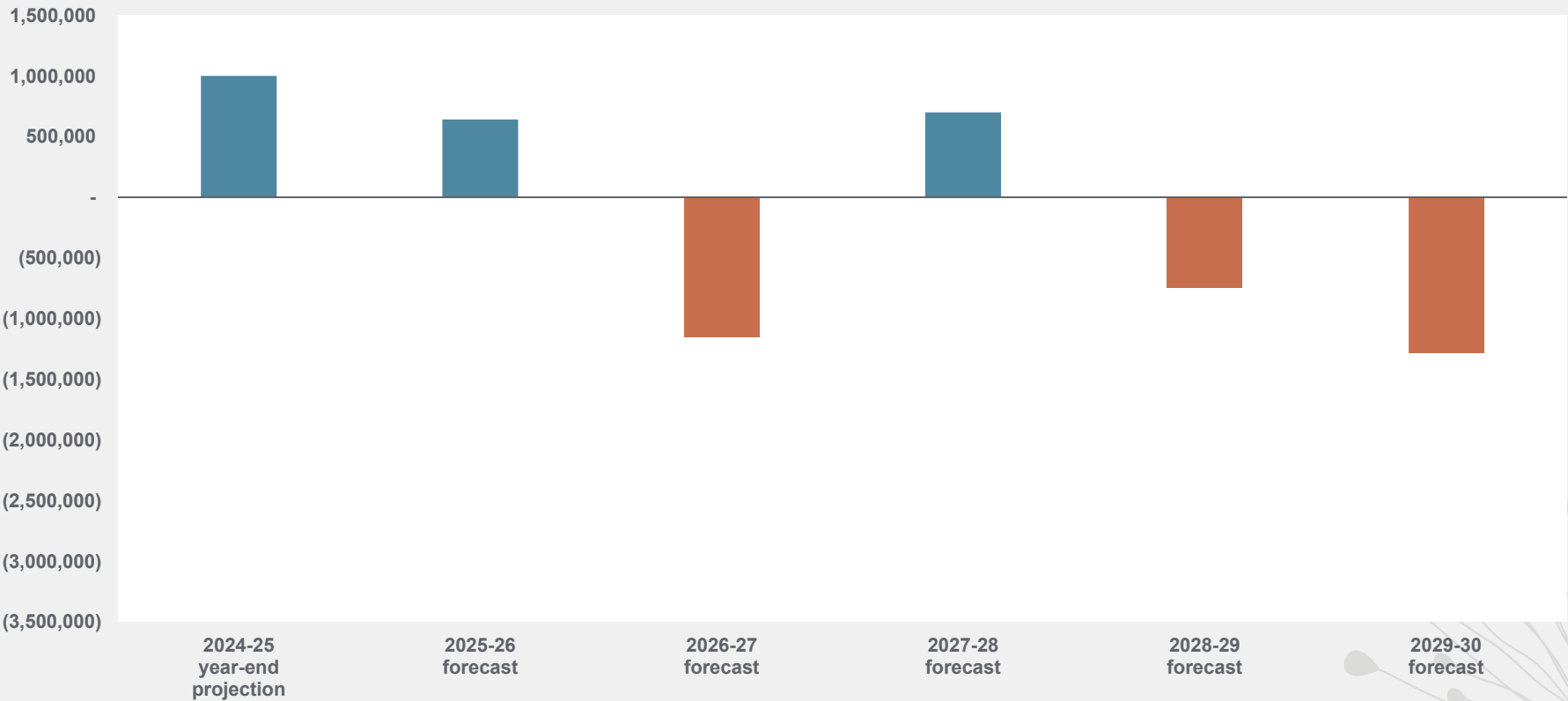
Five-year General Fund forecast scenarios

- Two five-year forecast scenarios presented for City Council consideration:
 1. Maintain the General Fund contribution of approximately \$3.2 million adjusted by an annual inflationary factor (2.7% for fiscal year 2025-26; 3% each subsequent year)



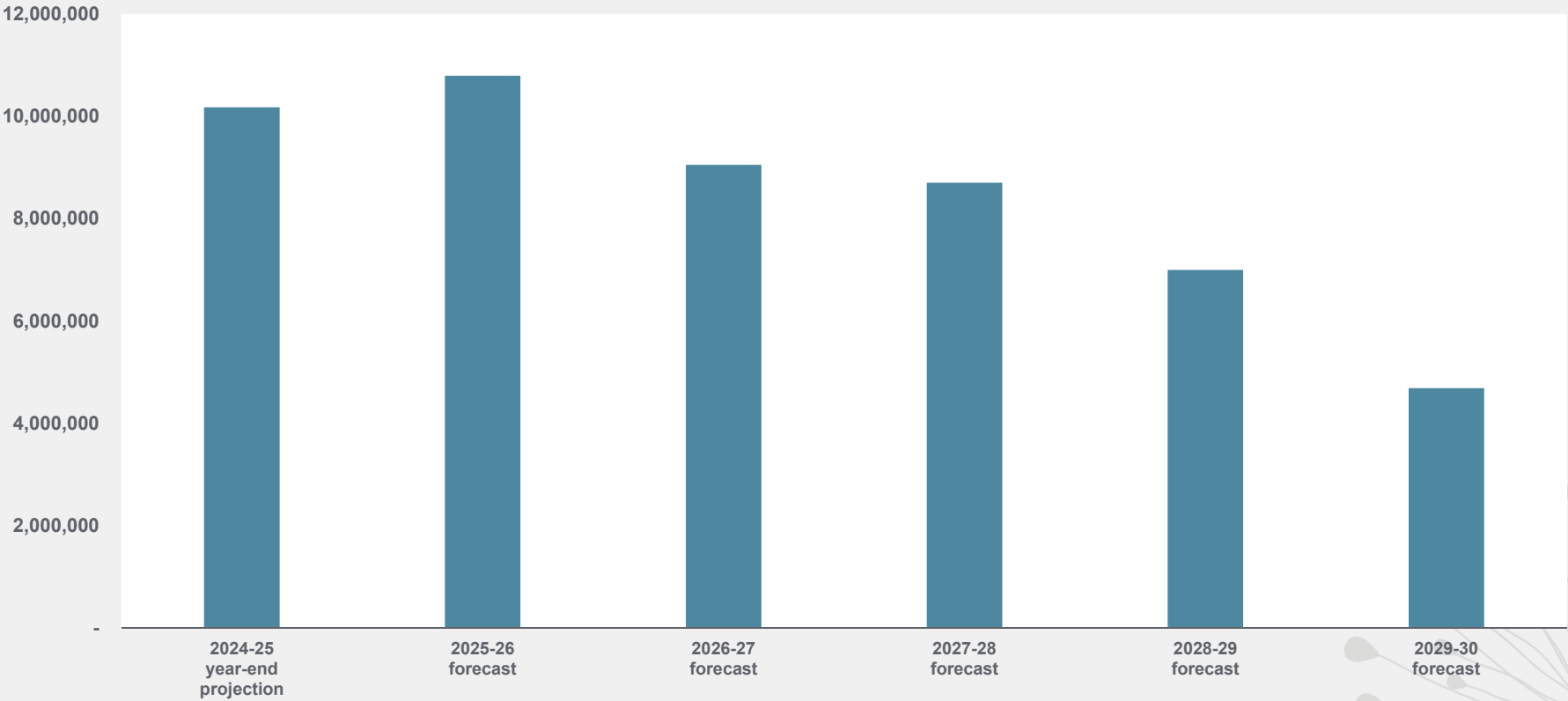


Scenario 1: Operating Surplus/(Deficit)

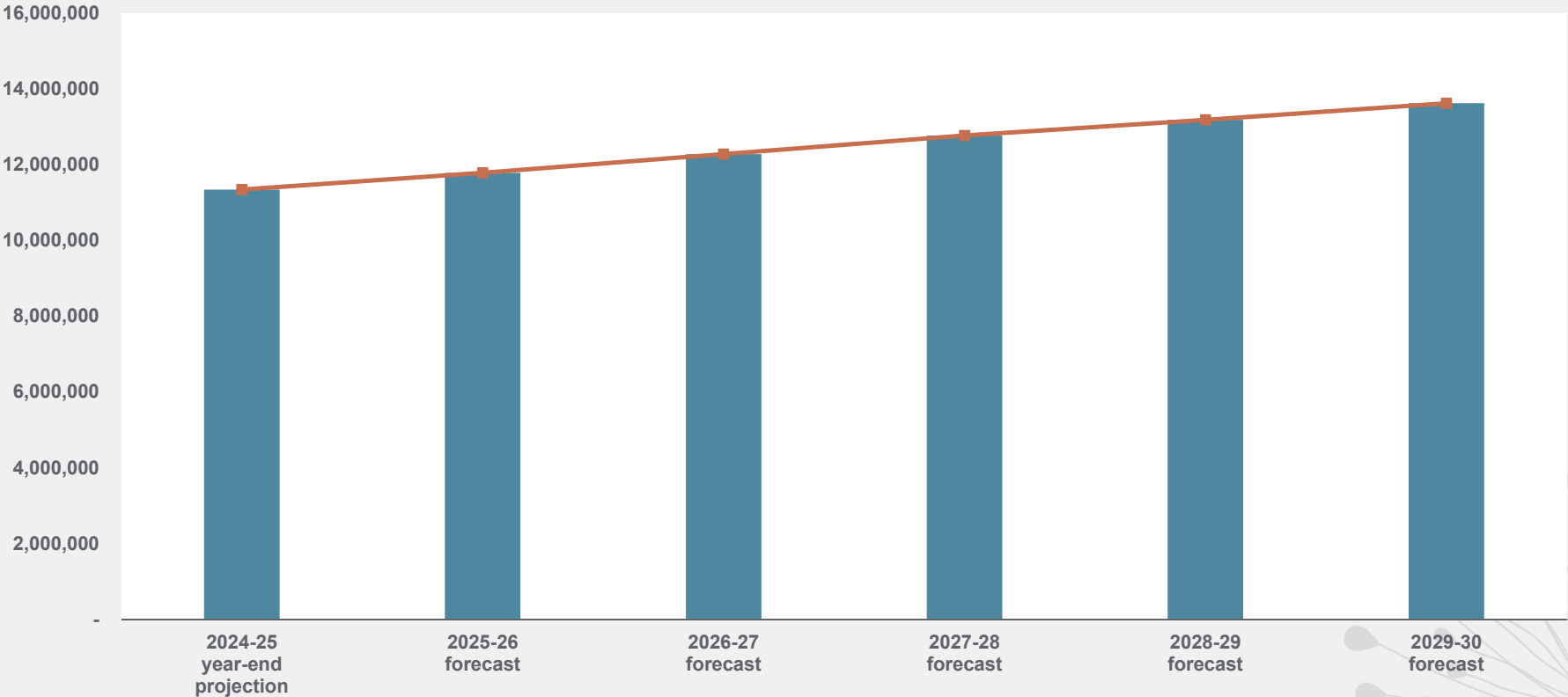




Scenario 1: Unassigned Fund Balance

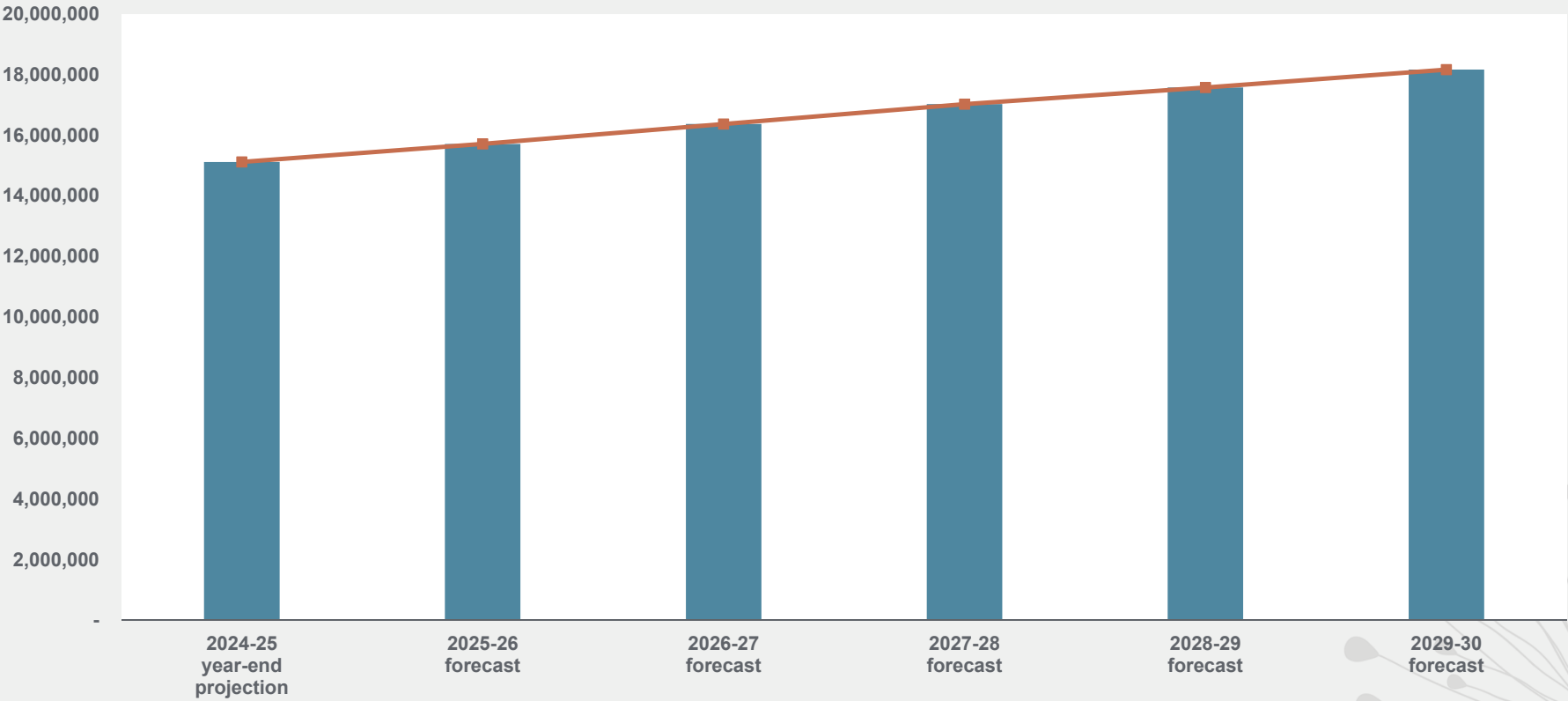


Scenario 1: Emergency Contingency Reserve





Scenario 1: Economic Stabilization Reserve





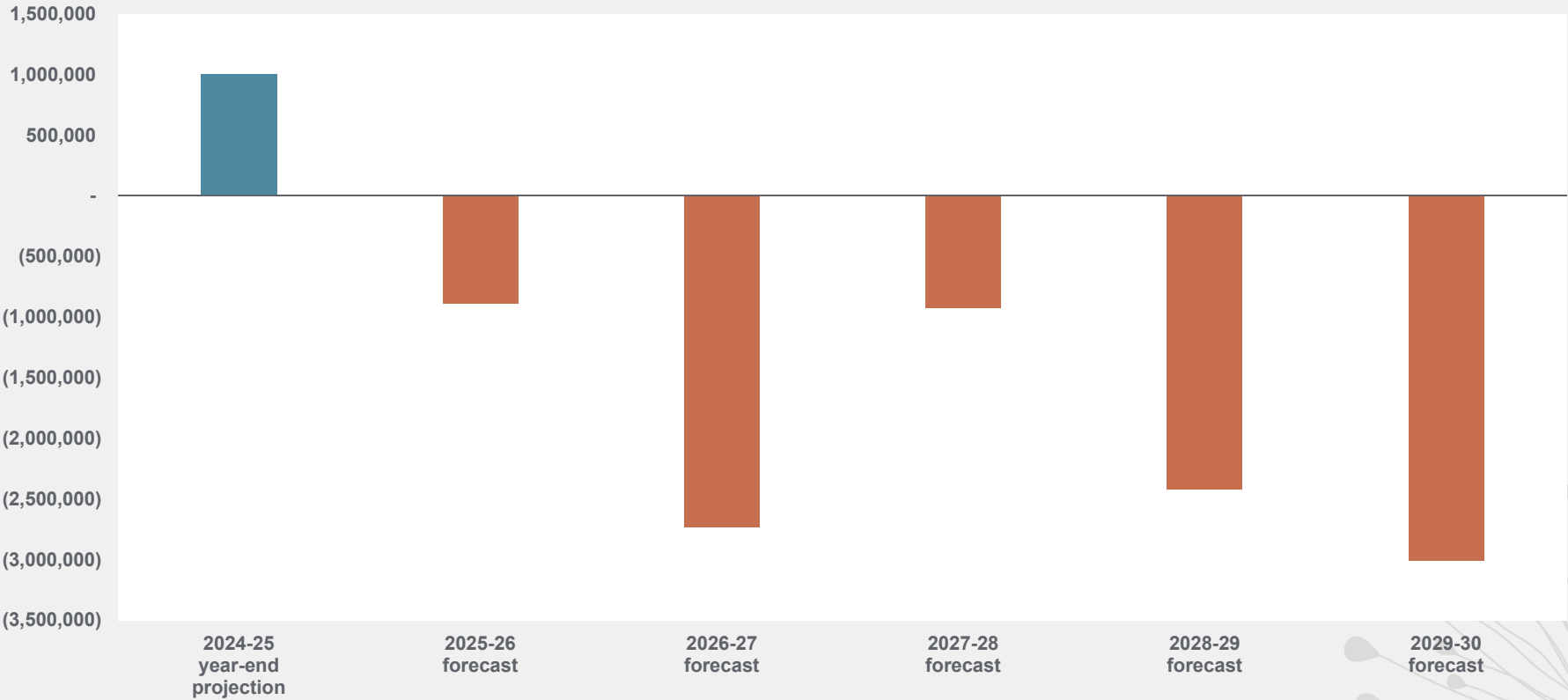
Five-year General Fund forecast scenarios

- Two five-year forecast scenarios presented for City Council consideration:
 2. Increase the General Fund contribution for fiscal year 2025-26 upward to approximately \$4.862 million adjusted by an annual inflationary factor (3% each subsequent year)



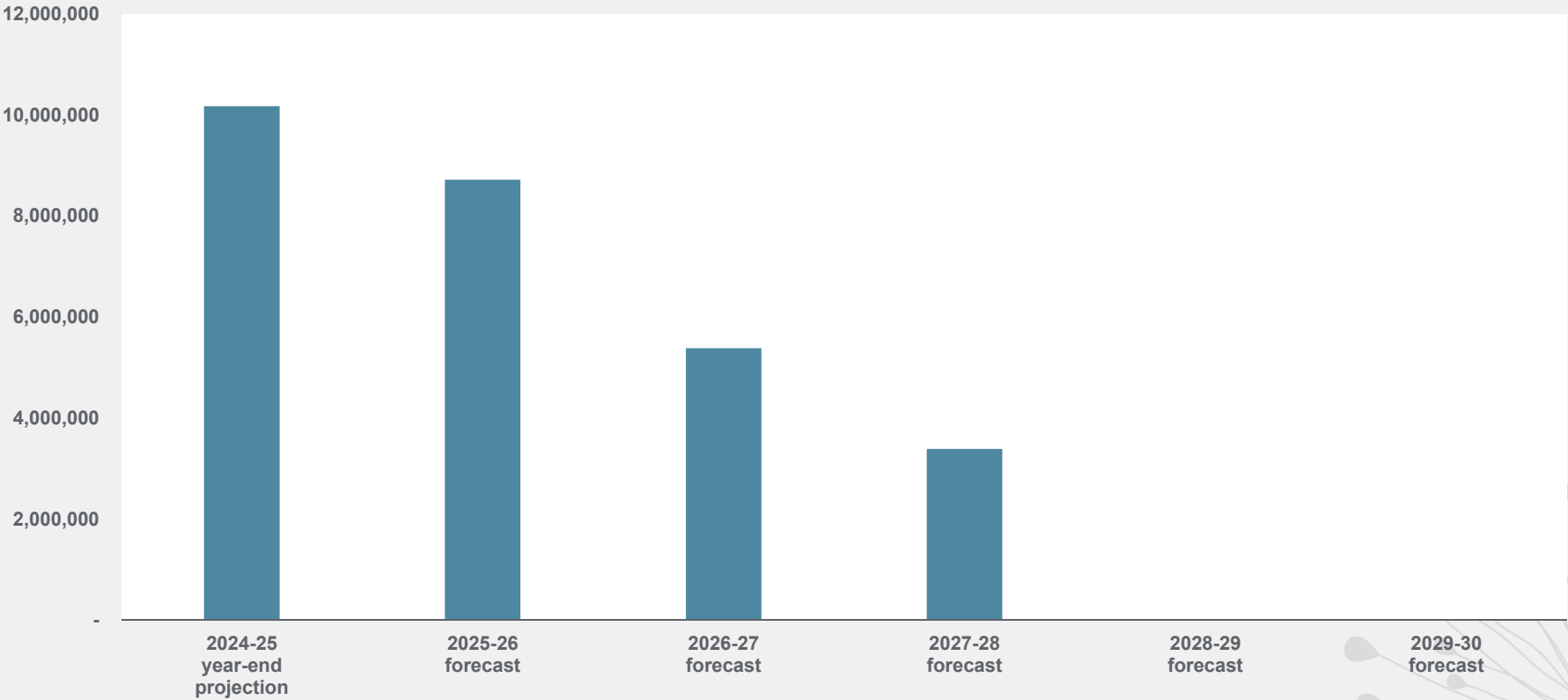


Scenario 2: Operating Surplus/(Deficit)

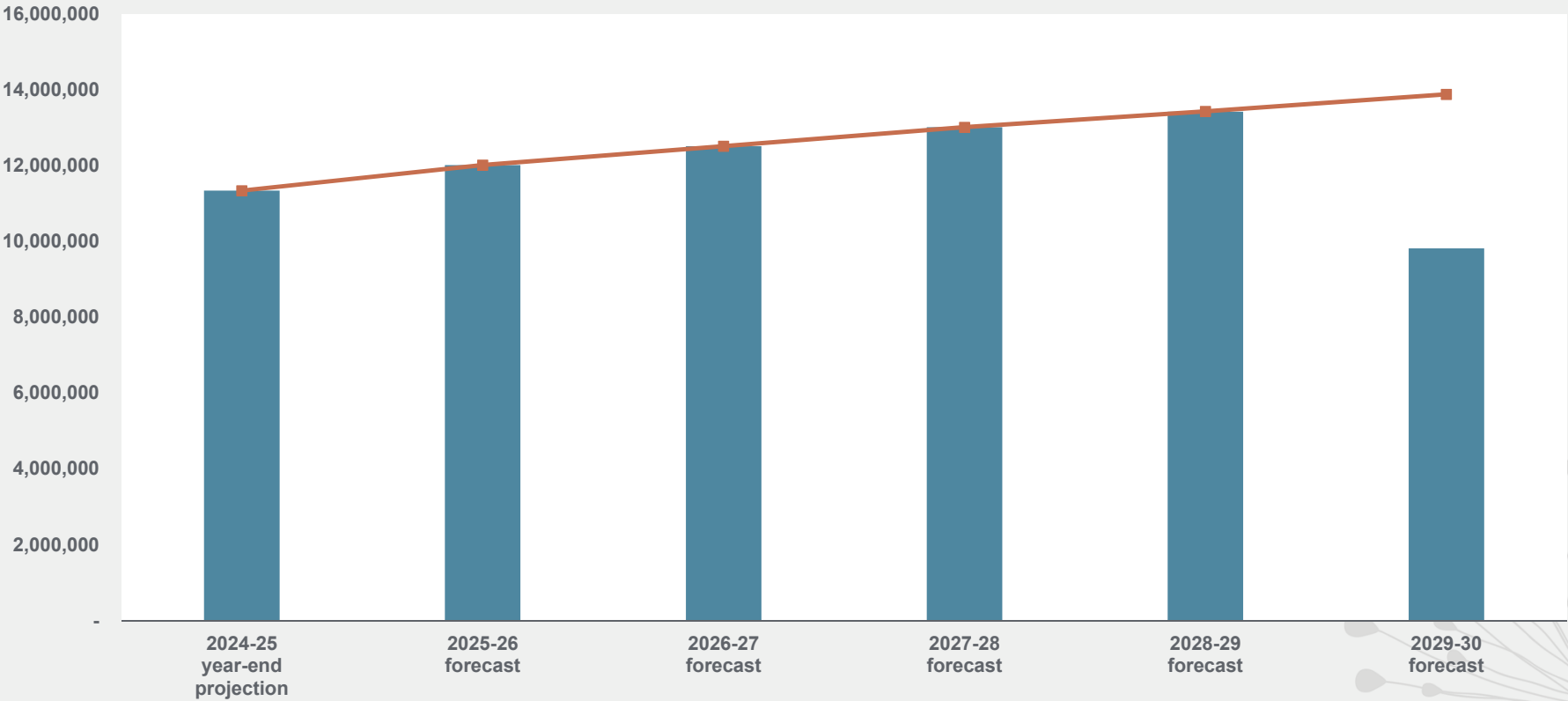




Scenario 2: Unassigned Fund Balance

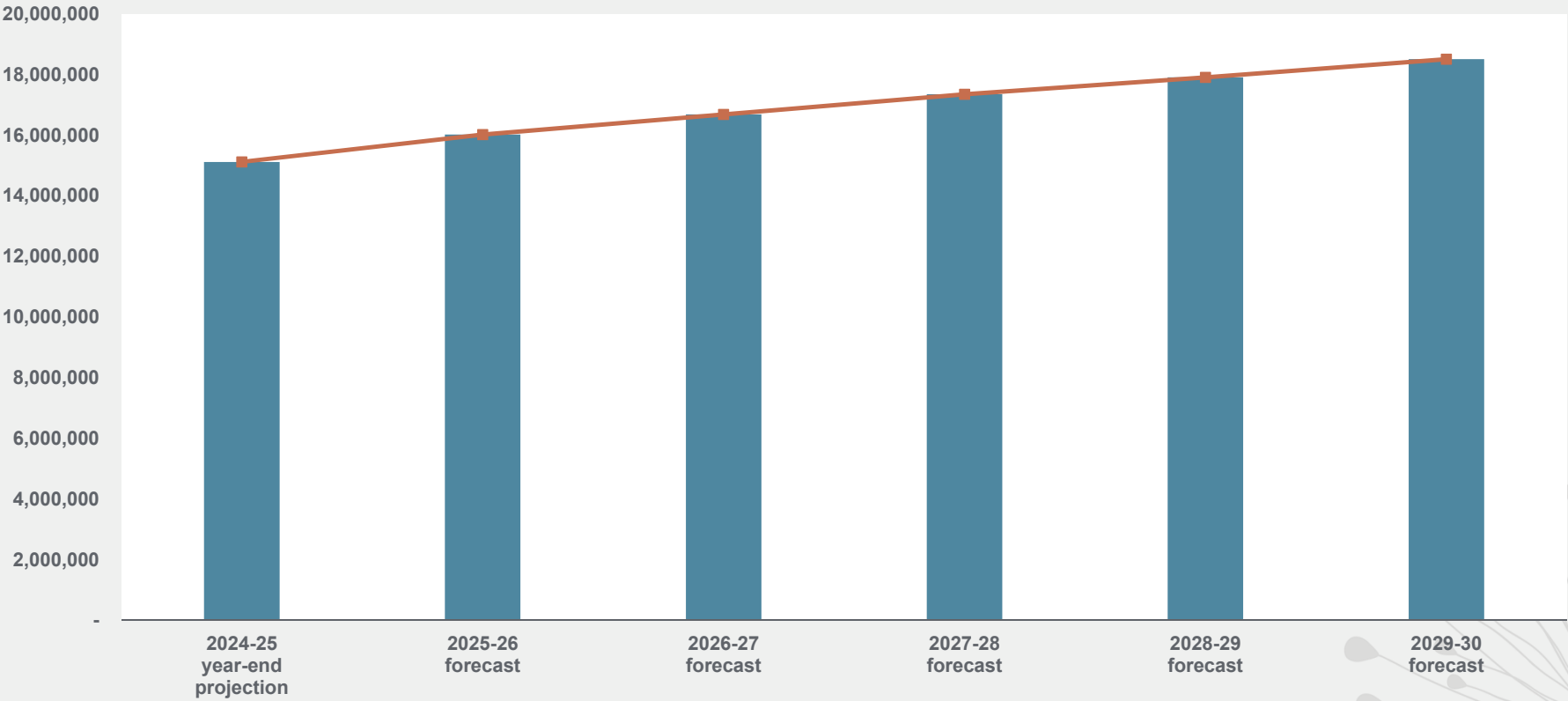


Scenario 2: Emergency Contingency Reserve





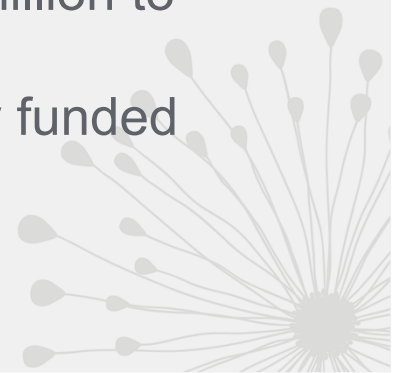
Scenario 2: Economic Stabilization Reserve





Five-year General Fund forecast scenarios

- Scenario 1 - \$3.2 million contribution:
 - Projected total fund balance trends downward from \$38.3 million to \$36.5 million over the five-year period
 - Both the Emergency Contingency Reserve and Economic Stabilization Reserve are maintained at the minimum policy levels of 15% and 20% of the adopted expenditure budget, respectively
- Scenario 2 – \$4.862 million contribution:
 - Projected total fund balance would decrease from \$38.3 million to \$28.3 million over the five-year period
 - Emergency Contingency Reserve would no longer be fully funded beginning in fiscal year 2029-30





Thank You



CAPITAL IMPROVEMENT PLAN 2025-2030

Azalea Mitch, Public Works Director



AGENDA

- Capital Improvement Plan overview
- Funding sources
- Prioritization
- New funding requests
- Five year outlook
- Budget shortfall and options
- 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
 - \$3.2 million baseline annual transfer to the Capital General Fund
 - \$4.9 million average annual transfer (2018-24)
- 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)

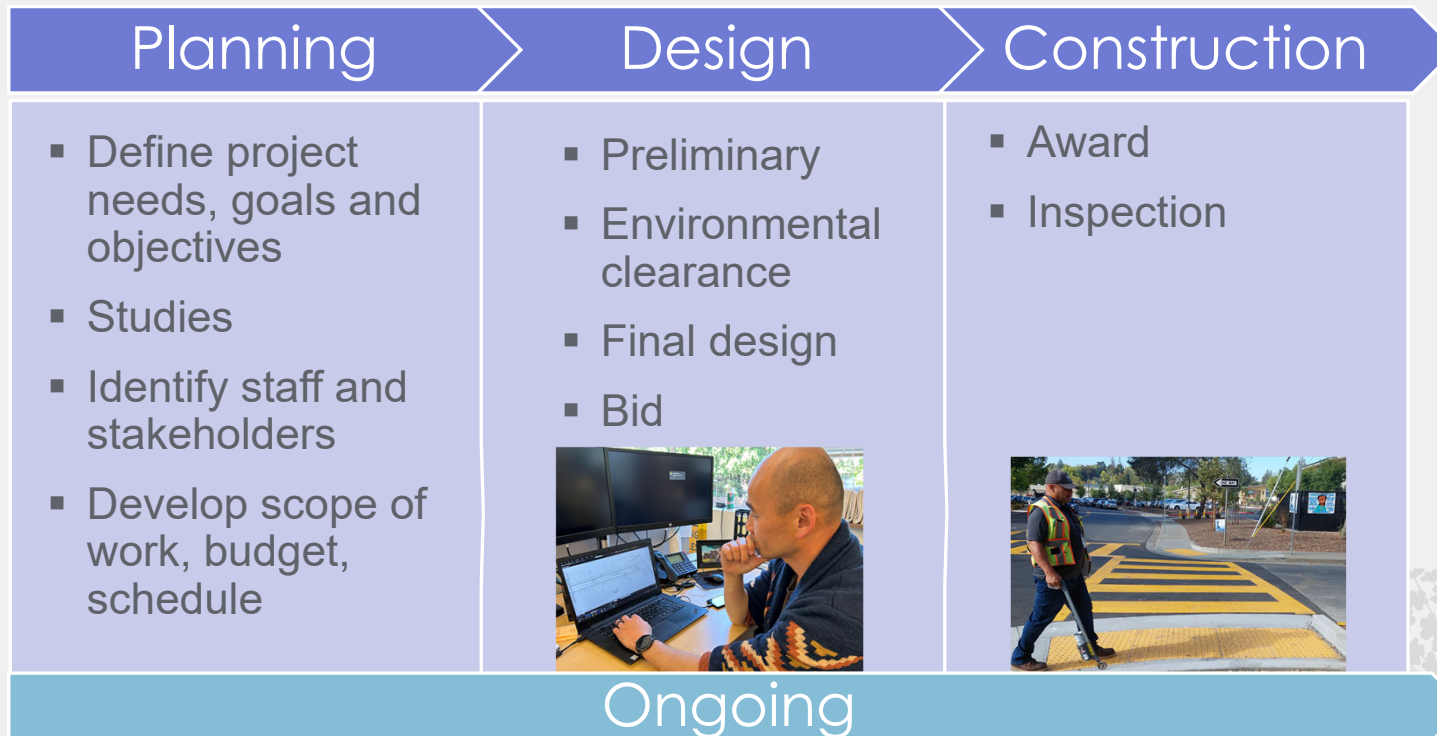
PRIORITIZING THE CIP

- City Council Priorities
 - Climate action – mitigation, adaptation, and resilience
 - Downtown vibrancy
 - Emergency and disaster preparedness
 - Housing
 - Safe Routes
- Funding Availability
- Staffing
- Existing projects
 - In construction
 - Final designs completed
 - Repair / replace infrastructure that is in poor condition



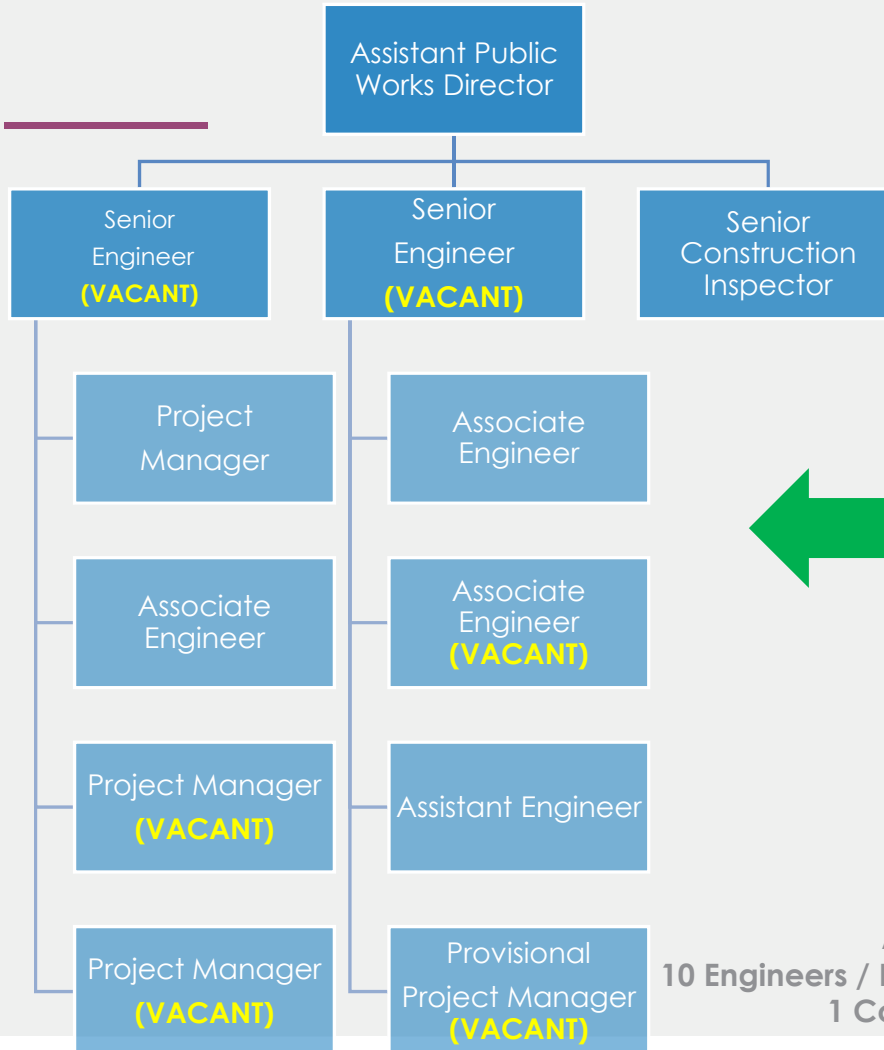


THE PHASES OF A CIP PROJECT





CAPITAL PROJECT DELIVERY



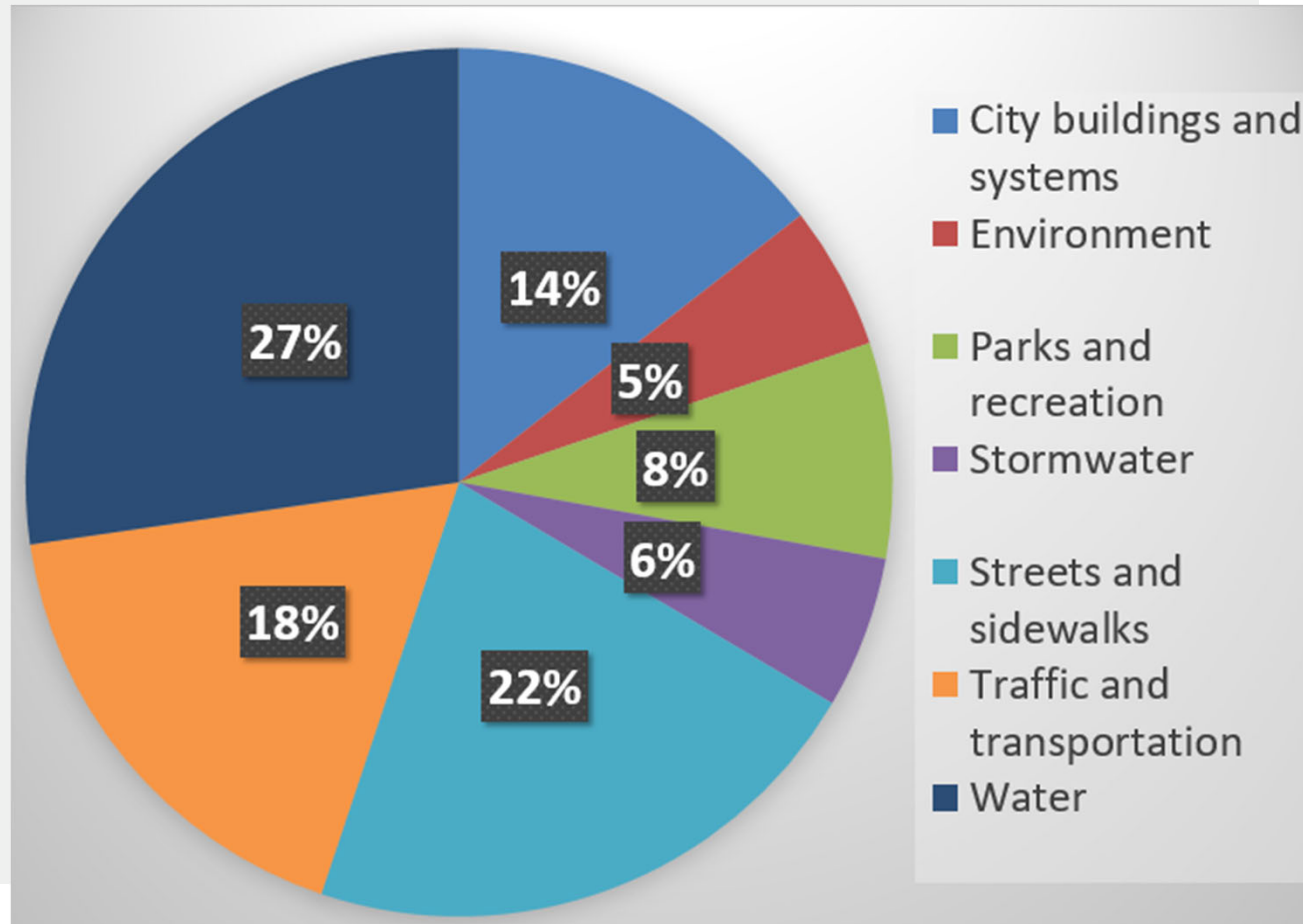
Coordination with:
Transportation Division
Maintenance Division
Other City departments
Community / Public

Assistant Director
10 Engineers / Project Managers (6 vacancies)
1 Construction Inspector



FY 2025-26 NEW CIP FUNDING REQUESTS

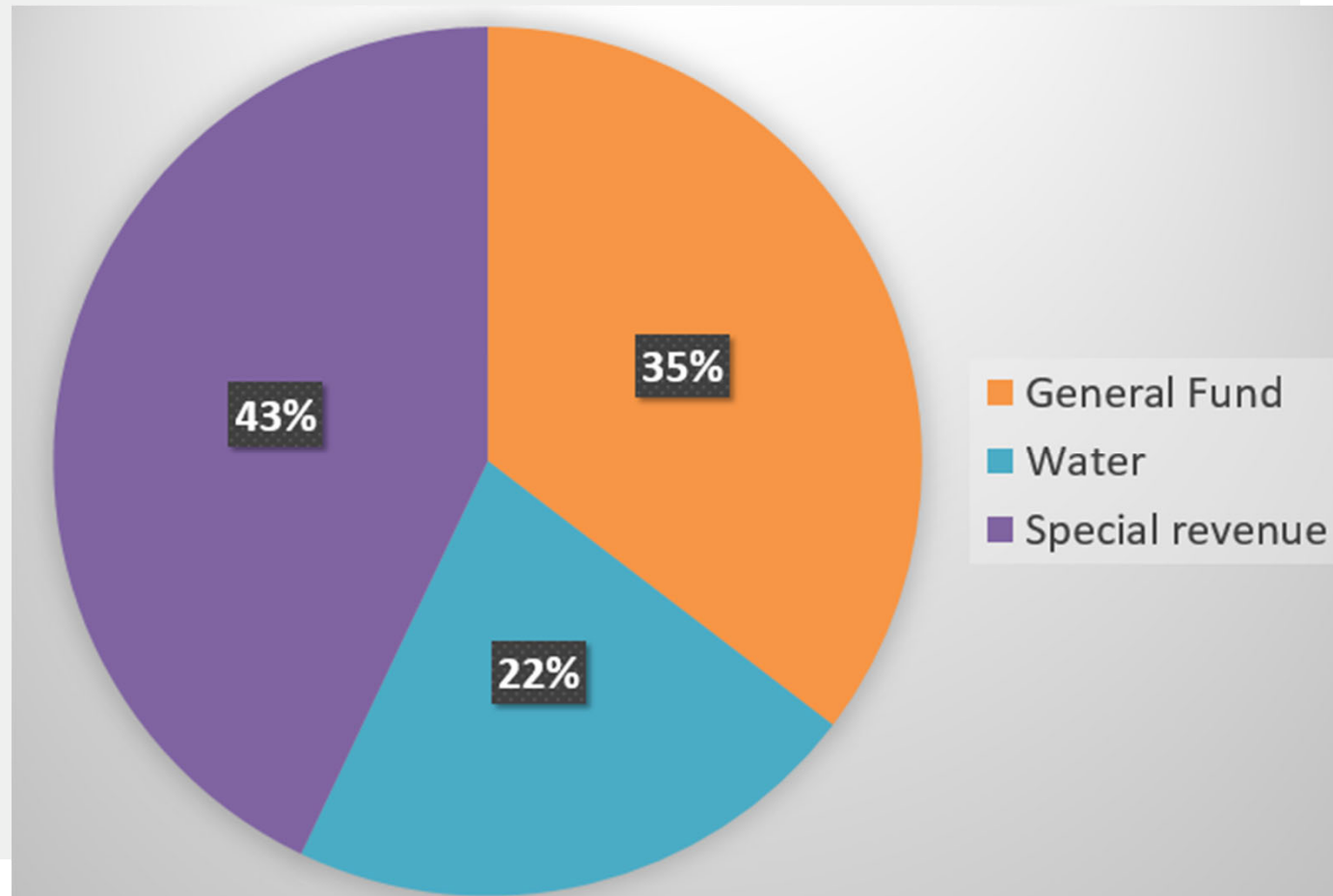
- 66 CIP Projects
- \$60 million carry over budget
- **\$19 million in new funding requests**
 - \$5 million water
 - \$4 million streets
 - \$3.2 million transportation
 - \$2.7 million buildings





FY 2025-26 TOTAL PROJECT BUDGETS BY FUND

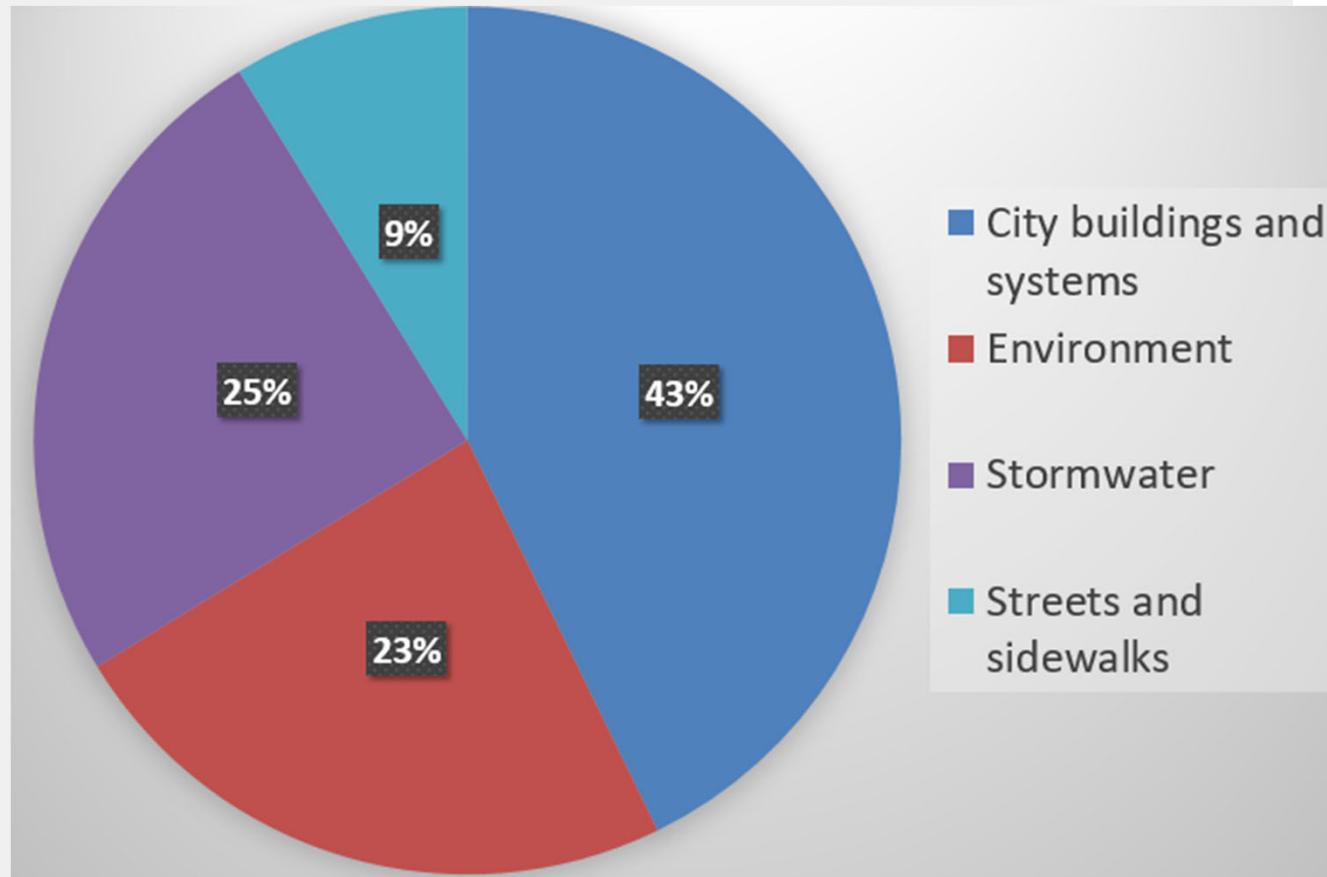
- **\$79 million total budget**
 - \$33 million special revenue funds
 - \$28 million General Fund
 - \$17 million water





FY 2025-26 GENERAL FUND REQUESTS

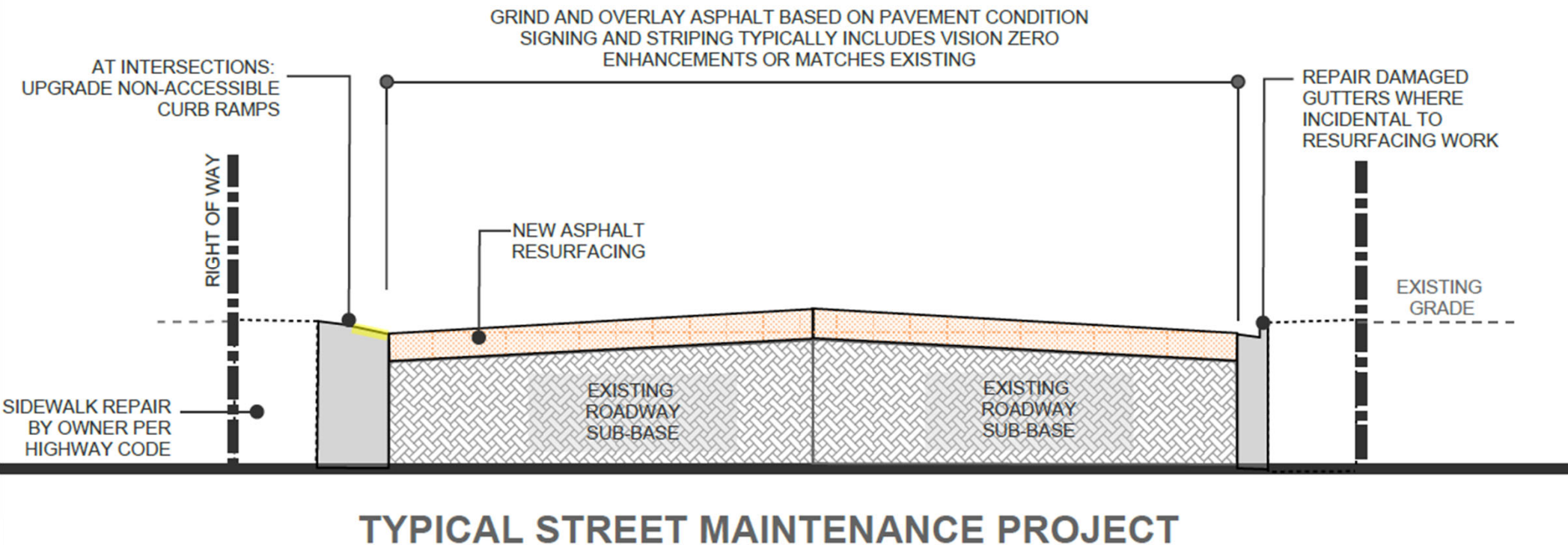
- **\$4.3 million**
 - \$1.8 million City buildings
 - Rec center HVAC, IT Master Plan, police radio replacement, buildings
 - \$1 million stormwater
 - Chrysler PS, SAFER Bay
 - \$1 million environment
 - EV chargers at City Hall
 - \$2 million in grants
 - \$0.38 million streets
 - Sidewalk repair program





Highlight: 5-Year Street Maintenance Plan

- Funding: highway user's (gas) tax, construction impact fees, Senate Bill 1 (SB 1), Measure W (for transportation enhancements)
- \$20 million / 5 years
- FY25/26: Bay Rd., Pierce Rd., annual maintenance designs, construction in 2026





Highlight: Slow Streets Program (New CIP)

- Successor to the neighborhood traffic management program
- Provides an opportunity for residents to request traffic calming on local streets, while prioritizing safety improvements on local streets.
- \$100,000 from Transportation Minor



NOT INCLUDED IN CIP

■ Caltrain Quiet Zone Project

- Final design phase, \$4 million for construction
- Bid, obtain cost certainty, return to Council for appropriation
- Downtown Public Amenity Fund (\$2 million available), General Fund

■ High Voltage Streetlight Conversion

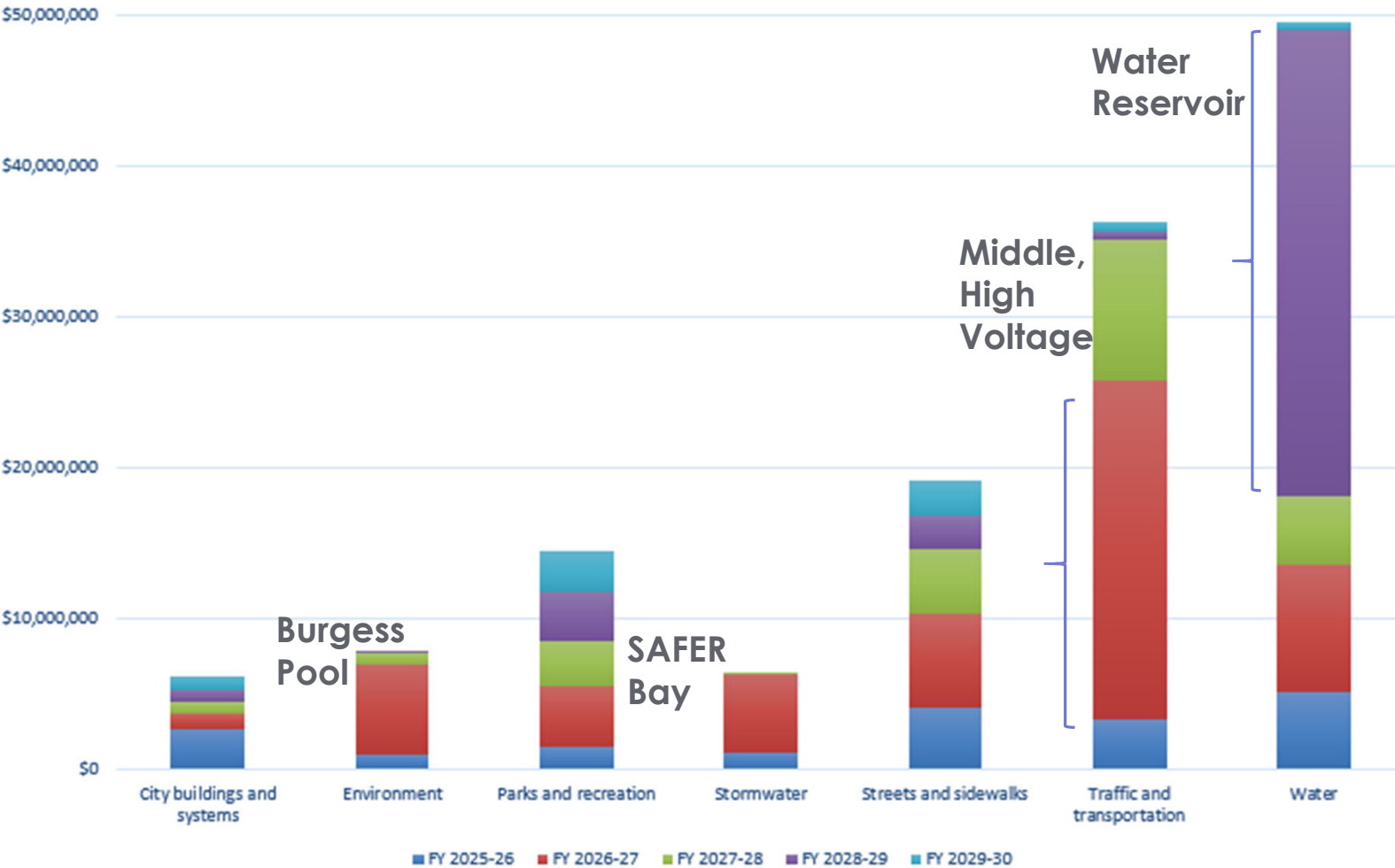
- Additional funds for construction
- Bid, obtain cost certainty, return to Council for appropriation



5 Year CIP Outlook

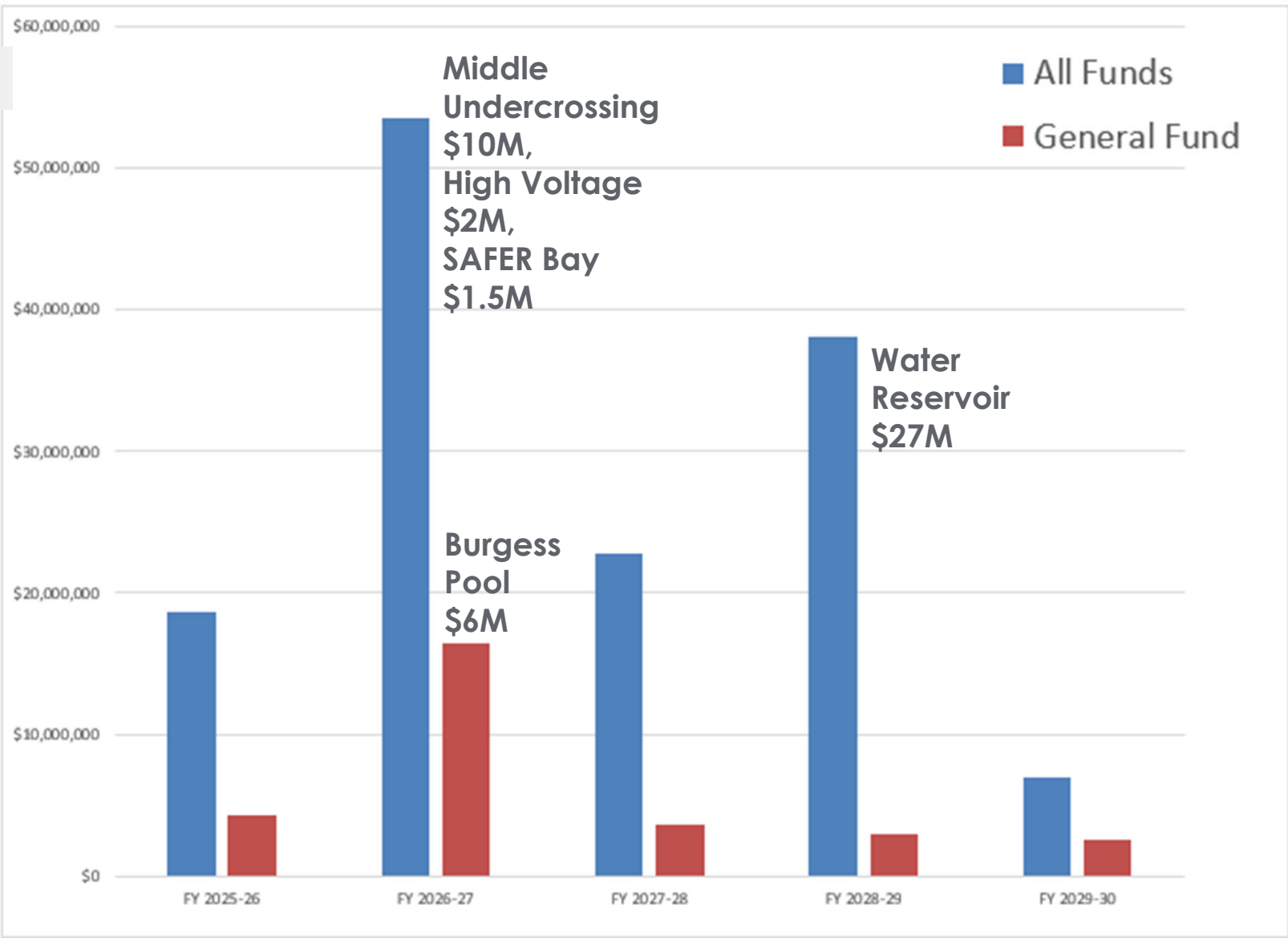
\$6 - 8 million in ongoing needs a year

Streets, buildings, aquatics, water, traffic



5 Year CIP Outlook

\$30 million in General Fund needs over the next 5 years



BUDGET SHORTFALL – GENERAL CAPITAL FUND



- \$2 million tax credits for renewable energy phased out
- \$46 million SAFER Bay Phase 2 construction grant cancelled
- \$3.7 million SAFER Bay Phase 1 design grant obligated, but under review
- Unsuccessful grants

Table 2: General Capital Fund budget

	FY 2024-25 (adopted)	FY 2025-26 (proposed)	Comments
General Capital Fund Balance	\$32.8 million	\$15.4 million	FY 2025-26 balance is FY 2024-25 balance minus expenditures
General Capital Budget	\$41.2 million	\$28.0 million	FY 2025-26 is \$23.7 million in carry-over budget, plus \$4.3 million in new requests for existing projects
Shortfall	(\$8.4 million)	(\$12.6 million)	
General Fund Transfer to General Capital Fund		\$4.9 million	Assumes an increase in transfer from \$3.2 million to the actual average of \$4.86 million for FY 2025-26. Rounded to \$10,000.
Grants		\$2.0 million	MTC grant will be received in FY 2026-27
Projected shortfall		(\$5.7 million)	If FEMA Phase 1 grant is received, shortfall would be reduced



COUNCIL FEEDBACK AND DIRECTION

- General Fund transfer to the CIP
 - Track 2024-25 actuals and consider one-time appropriation
 - \$4.9 million average (\$3.2 million YTD)
- Use of emergency contingency or economic stabilization reserves
- Quiet Zone
 - Finalize design and bid. Identify funding: Monitor rail safety grants, Downtown Public Amenity Fund and General Fund (estimate: \$4 million)
- Urban Forest Management Plan
 - Environmental Justice Program Implementation Fund
- Delay existing projects: City Buildings Minor, Aquatic Center Improvements and others to address shortfall



COUNCIL FEEDBACK AND DIRECTION

▪ SAFER Bay options

- Continue design and monitor FEMA decision on Phase 1 funds (\$3.7 million)
 - Allows for shovel ready project
 - Meta and PG&E agreement negotiations
 - Identify back up funding source for \$1.6 million now
- Cancel project
 - Sets us back on climate resilient priority
 - Return META and PG&E contributions (\$3.5 million)



Thank you



Aquatic fees and amendment

Sean Reinhart, Library and Community Services Director



Recommendations

Staff recommends that the City Council consider:

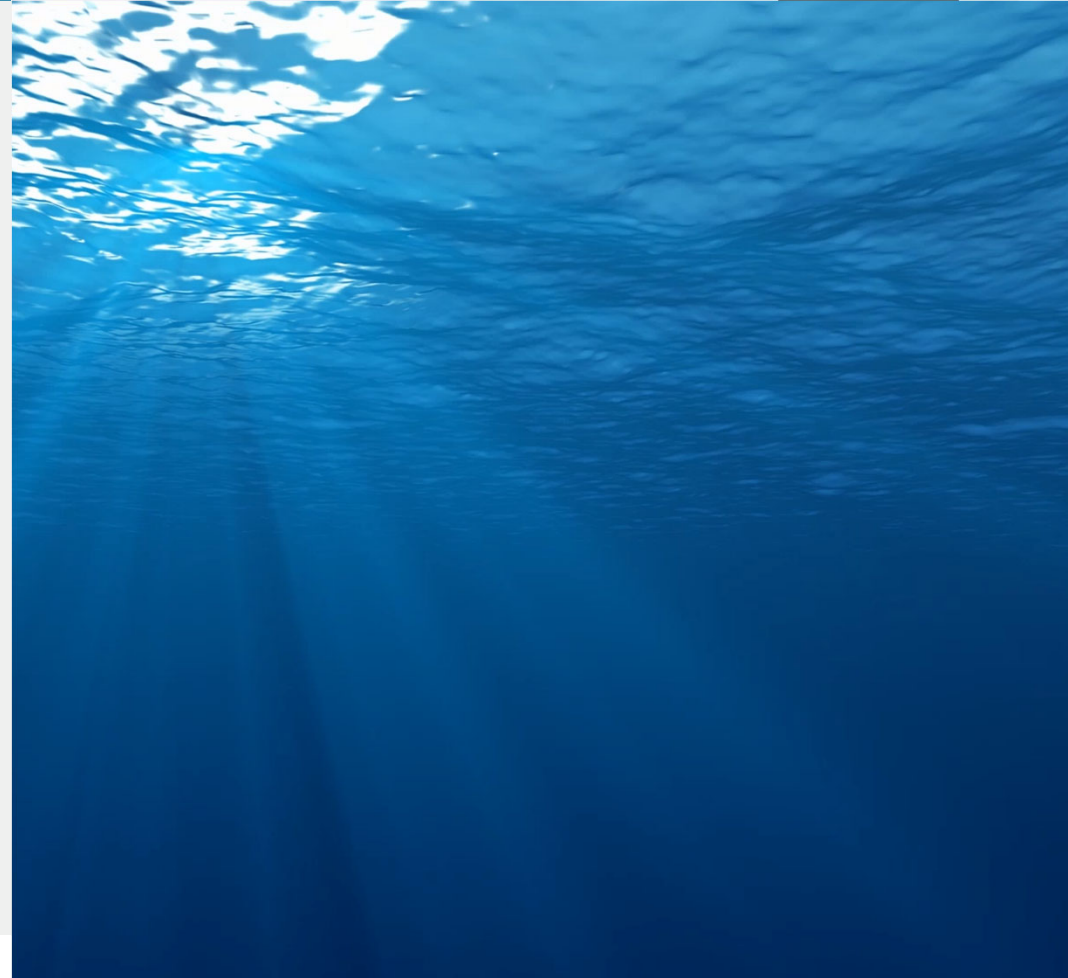
- A. Adopt a resolution to increase aquatic lane renter fees (Attachment B)
- B. Authorize an amendment to the aquatics operator agreement (Attachment C).





Background – April 15 public hearing

- Authorized increases to non-resident fees
- Requested information about mechanical issues, scholarships
- Provided feedback to staff to bring back remaining items.





Subcontractor lane rental fees

- Resolution in Attachment B, Exhibit A
- Operator is in regular contact with all lane renters about schedules
- Of the seven current renters, six have expressed willingness to accept the proposed fee increases (Attachment F).





Amendment – Revenue share waiver extension

- Proposed amendment (Attachment C)
- Waive the revenue share payment through Dec. 31
- Current agreement waives the revenue share payment through Oct. 1, 2024.

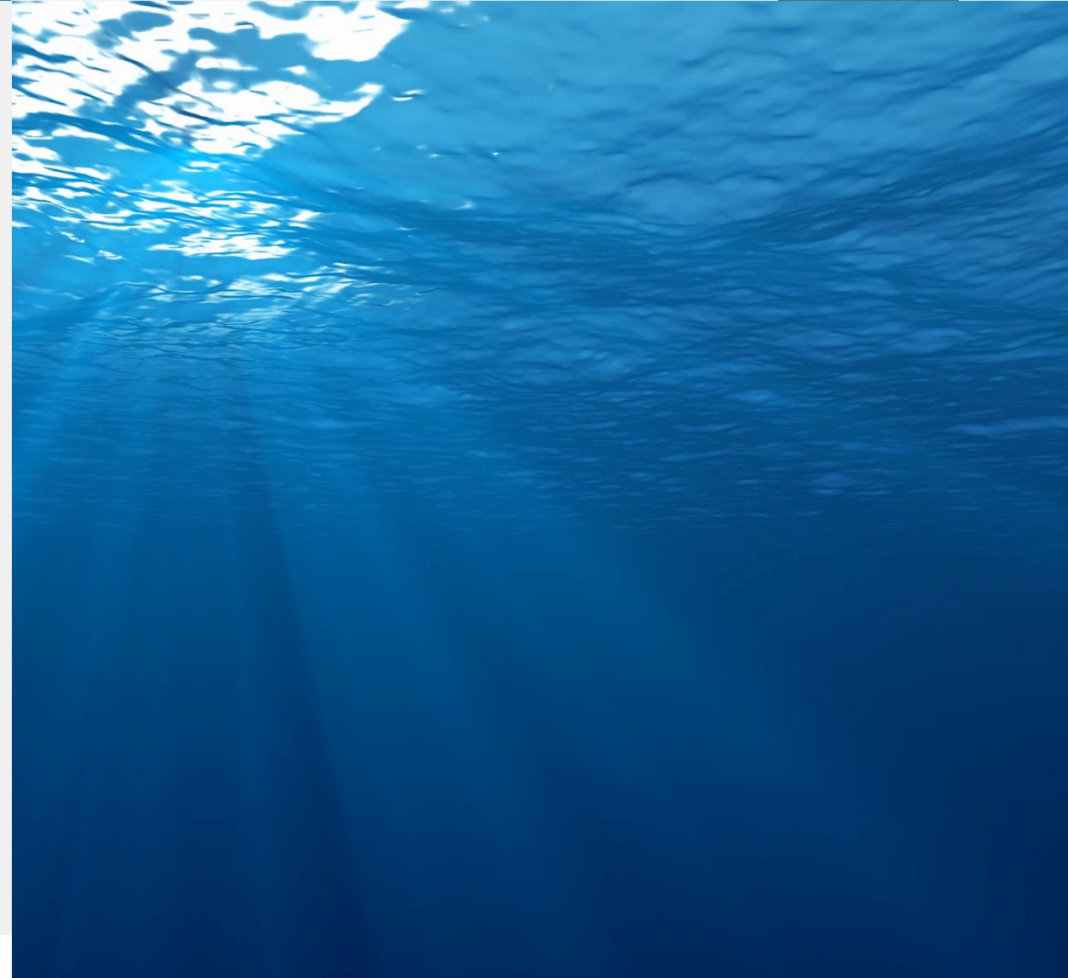




Recommendations

Staff recommends that the City Council consider:

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





Thank you