



**REGULAR MEETING MINUTES**

**Date:** 12/17/2024  
**Time:** 6:00 p.m.  
**Locations:** Teleconference and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**Regular Session**

**A. Call To Order**

Mayor Combs called the meeting to order at 6:04 p.m.

**B. Roll Call**

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

**C. Agenda Review**

The City Council updated item F1. to a Regular Business item.

The City Council reordered item G5. to come after G1.

**D. Public Comment**

- Lynne Bramlett announced their retirement from MPC (Menlo Park Community) Ready.

**E. Presentations and Proclamations**

E1. Presentation: RethinkWaste 2024 poster contest winner (Attachment)

RethinkWaste Environmental Education Associate Reyna Oceguela introduced the item.

La Entrada Middle School 6<sup>th</sup> grade student Arielle Hoffer made the presentation (Attachment).

**F. Consent Calendar**

The City Council updated item F1. and moved to a Regular Business item.

~~F1. Adopt a resolution to amend the salary schedule effective Jan. 12, 2025 (Staff Report #24-211-CC)~~

**G. Regular Business**

F1. Adopt a resolution to amend the salary schedule effective Jan. 12, 2025 (Staff Report #24-211-CC)

Administrative Services Director Brittany Mello introduced the item.

**ACTION:** Motion and second (Taylor/ Nash), to adopt a resolution to approve the following amendments to the City of Menlo Park salary schedule effective Jan. 12, 2025:

1. Salary adjustments related to market-based equity adjustments per the memorandum of understanding between the City and the American Federation of State, County and Municipal Employees, Local 829;
2. A corresponding salary adjustment to one classification represented by the Service Employees International Union, Local 521, and the corresponding confidential position, to maintain internal alignment within an adjusted job family; and
3. A market-based equity adjustment for the executive assistant to the city manager classification; and
4. Salary adjustments for two temporary positions related to the 2025 minimum wage requirements, passed unanimously.

- G1. Consider applicants and make an appointment to fill a vacancy on the East Palo Alto Sanitary District Subsidiary District Advisory Committee (Staff Report #24-212-CC)

Assistant to the City Manager/ City Clerk Judi Herren introduced the item.

- Jagan Subbiah spoke in support of their application.

Applicant Daniel Pedreiro withdrew their application.

The City Council directed staff to follow-up with the City of East Palo Alto on reporting requirements to Menlo Park City Council.

The City Council made an appointment to fill a vacancy on the East Palo Alto Sanitary District Subsidiary District Advisory Committee:

- Dianne Otterby

The City Council reordered the agenda.

- G5. Accept the Comprehensive Shuttle Study Report (Staff Report #24-216-CC)

Senior Transportation Engineer Kristiann Choy and Nelson/Nygaard Senior Associate Planner Marvin Ranaldson made the presentation (Attachment).

- Sally Cole spoke in support of accepting the report.
- Manzanita Works Chief Executive Officer Mila Zelkha spoke in support of a Menlo Park Transportation Management Association (TMA).
- Jenny Michel spoke on difficulties navigating the Menlo Shuttle and schedule and in support of a TMA.
- Lizbeth King spoke in support of accepting the report and suggested cost per ride review.
- Pam Jones requested clarification on the demographics in the report.

The City Council received clarification on the changes in costs for the base services and the service improvements, TMA opportunities, costs per rider, Hispanic demographics in the report, a gap of coverage on Bay Road between Willow Road and Marsh Road, Redi-wheels impact reports by jurisdiction and grant funding.

The City Council discussed marketing and signage, the shuttle stop at Coleman Avenue and Willow Road and impacts and tradeoffs related to costs.

**ACTION:** Motion and second (Wise/ Schmidt), to accept the Comprehensive Shuttle Study report to comply with the Study's grant funding requirements, passed unanimously.

G2. Appoint City Council representatives and alternates to various local and regional agencies and as liaisons and members to City Council advisory bodies (Staff Report #24-213-CC)

Assistant to the City Manager/ City Clerk Judi Herren introduced the item.

**ACTION:** Motion and second (Taylor/ Wise), to appoint representatives and alternates to various local and regional agencies and as liaisons to advisory bodies, passed unanimously (Attachment).

G3. Appoint City Councilmembers to various standing and ad hoc subcommittees (Staff Report #24-214-CC)

Assistant to the City Manager/ City Clerk Judi Herren introduced the item.

The City Council directed staff to postpone appointments to the Community Grant Funding Committee until restarting the program.

**ACTION:** Motion and second (Nash/ Wise), to make appointments to various standing and ad hoc subcommittees and disband inactive City Council ad hoc subcommittee, passed unanimously (Attachment).

G4. Provide direction to the City's voting delegate regarding regional vacancies for the next City Selection Committee meeting Dec. 20 (Staff Report #24-215-CC)

Assistant to the City Manager/ City Clerk Judi Herren introduced the item.

The City Council discussed City Selection Committee meeting candidates.

**ACTION:** Motion and second (Combs/ Taylor), to select Mayor Combs and, as alternate, City Councilmember Schmidt as the City's voting delegate regarding regional vacancies for the next City Selection Committee meeting Dec. 20, passed unanimously.

## **H. Informational Items**

H1. City Council agenda topics: January 2025 (Staff Report #24-217-CC)

## **I. City Manager Report**

City Manager Murphy reported out on the next City Council meeting Jan. 14, 2025.

## **J. City Councilmember Reports**

Mayor Combs reported out on the Photos with Santa at Belle Haven Community Campus event

and the San Francisquito Creek Joint Powers Authority meeting.

Vice Mayor Nash reported out on downtown housing input.

**K. Adjournment**

Mayor Combs adjourned the meeting at 8:20 p.m.

Assistant to the City Manager/ City Clerk Judi Herren

These minutes were approved at the City Council meeting January 28, 2025.

# What can YOU do to help the ENVIRONMENT

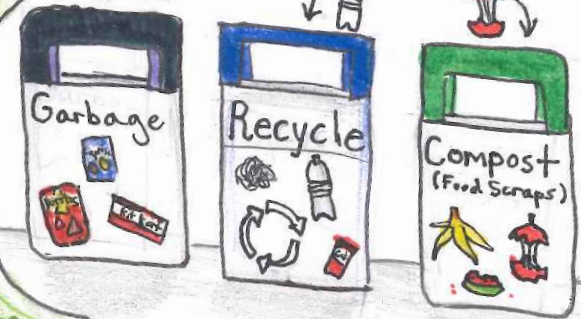
Avoiding Gas Vehicles



Conserving Electricity



Putting Trash in correct Bins!



Conserving Water



## MY Green ROUTINE!



<b>MAYOR ASSIGNMENTS</b>	<b>2025 Primary</b>	<b>2025 Alternate</b>
Association of Bay Area Governments (ABAG)	Drew Combs	Betsy Nash
League of California Cities (Peninsula Division)	Drew Combs	Betsy Nash
Palo Alto Community Fund Advisory Board	Drew Combs	
San Mateo County Council of Cities and City Selection Committee	Drew Combs	Betsy Nash
<b>REGIONAL BOARD MEMBERS</b>	<b>2025 Member</b>	
Bay Area Water Supply & Conservation Agency (BAWSCA) and San Francisco Bay Area Regional Water System Financing Authority	Betsy Nash*	
<b>REGIONAL ASSIGNMENTS</b>	<b>2025 Primary</b>	<b>2025 Alternate</b>
Caltrain Modernization Local Policy Group	Jennifer Wise	Drew Combs
City/County Association of Governments of San Mateo County (C/CAG)	Cecilia Taylor	Betsy Nash
HEART Board Member Agency Committee (MAC)	Jeff Schmidt	Drew Combs
Home for All	Cecilia Taylor	
Meta Local Community Fund	Cecilia Taylor	Betsy Nash
Peninsula Clean Energy (PCE) Community Choice Energy	Betsy Nash	Jennifer Wise
Peninsula Traffic Congestion Relief Alliance (Commute.org)	Jeff Schmidt	Drew Combs
San Francisquito Creek Joint Powers Authority	Drew Combs	Cecilia Taylor
San Mateo County Mosquito and Vector Control District	Catherine Carlton**	
San Mateo Operational Area Emergency Services Organization (Emergency Services Council)	Drew Combs	Cecilia Taylor
SFO Airport/Community Roundtable	Drew Combs	Cecilia Taylor
South Bayside Waste Management Authority (SBWMA)	Jeff Schmidt	Cecilia Taylor
Stanford Community Resources Group	Betsy Nash	Jennifer Wise
<b>ADVISORY BODY LIAISONS</b>	<b>2025 Member</b>	
Complete Streets Commission	Cecilia Taylor	
Environmental Quality Commission	Betsy Nash	
Finance and Audit Committee	Drew Combs	
Housing Commission	Jeff Schmidt	
Library Commission	Jennifer Wise	
Parks and Recreation Commission	Drew Combs	
Planning Commission	Jeff Schmidt	
<b>OUTSIDE AGENCY LIAISONS</b>	<b>2025 Member 1</b>	<b>2025 Member 2</b>
Searsville Advisory Group	Betsy Nash	Jennifer Wise
San Mateo County Flood and Sea Level Rise District (FSLR, OneShoreline)	Cecilia Taylor	Betsy Nash

\*appointed Dec. 17, 2024 to serve through June 30, 2029

\*\*appointed Dec. 12, 2023 to serve through Dec. 31, 2025

<b>CITY COUNCIL STANDING SUBCOMMITTEE</b>	<b>2025</b>	<b>2025</b>	<b>Notes</b>	<b>Purpose</b>
Community Grant Funding Committee	Postpone until restart	Postpone until restart	Meets annually, typically in Nov. or Dec.	Evaluate annual requests for human service needs grant funds. The Community Grant Funding subcommittee meets to review and make recommendations to the City Council on how best to allocate the funding.
<b>ACTIVE CITY COUNCIL AD HOC SUBCOMMITTEES</b>	<b>2025</b>	<b>2025</b>	<b>Notes</b>	<b>Purpose</b>
Belle Haven Community Campus Subcommittee (ad hoc subcommittee)	Update purpose in 2025 Taylor	Update purpose in 2025 Wise	Established Jan. 9, 2024	Support and advise BHCC grand opening planning and preparation including: local neighborhood history interpretive installations and displays; a potential documentary project; developing dedication plaque options for City Council consideration; grand opening celebrations; and aquatic programming.
Commonwealth 3 Development Agreement Negotiations Subcommittee (ad hoc committee)	Disband	Disband	Established Mar. 28, 2023	Advise on the negotiation of the development agreement for the Commonwealth Building 3 office project at 162-164 Jefferson Dr.
Homeless/Unhoused Subcommittee (ad hoc committee)	Return in 2025	Return in 2025	Established Sept. 10, 2024	Requesting a study session on homelessness/unhoused population in Menlo Park. This includes, encampments, persons sleeping on the ground, sleeping in a car, sleeping in RV's, etc. I am concerned that the colder and wetter months are near.
Parkline Development Agreement Negotiations Subcommittee (ad hoc committee)	Taylor	Schmidt	Established Mar. 28, 2023	Advise on the negotiation of the development agreement for Parkline mixed-use project at 333 Ravenswood Ave.



# Menlo Park Shuttle Study

City Council  
December 17, 2024





**1**

# **Background**

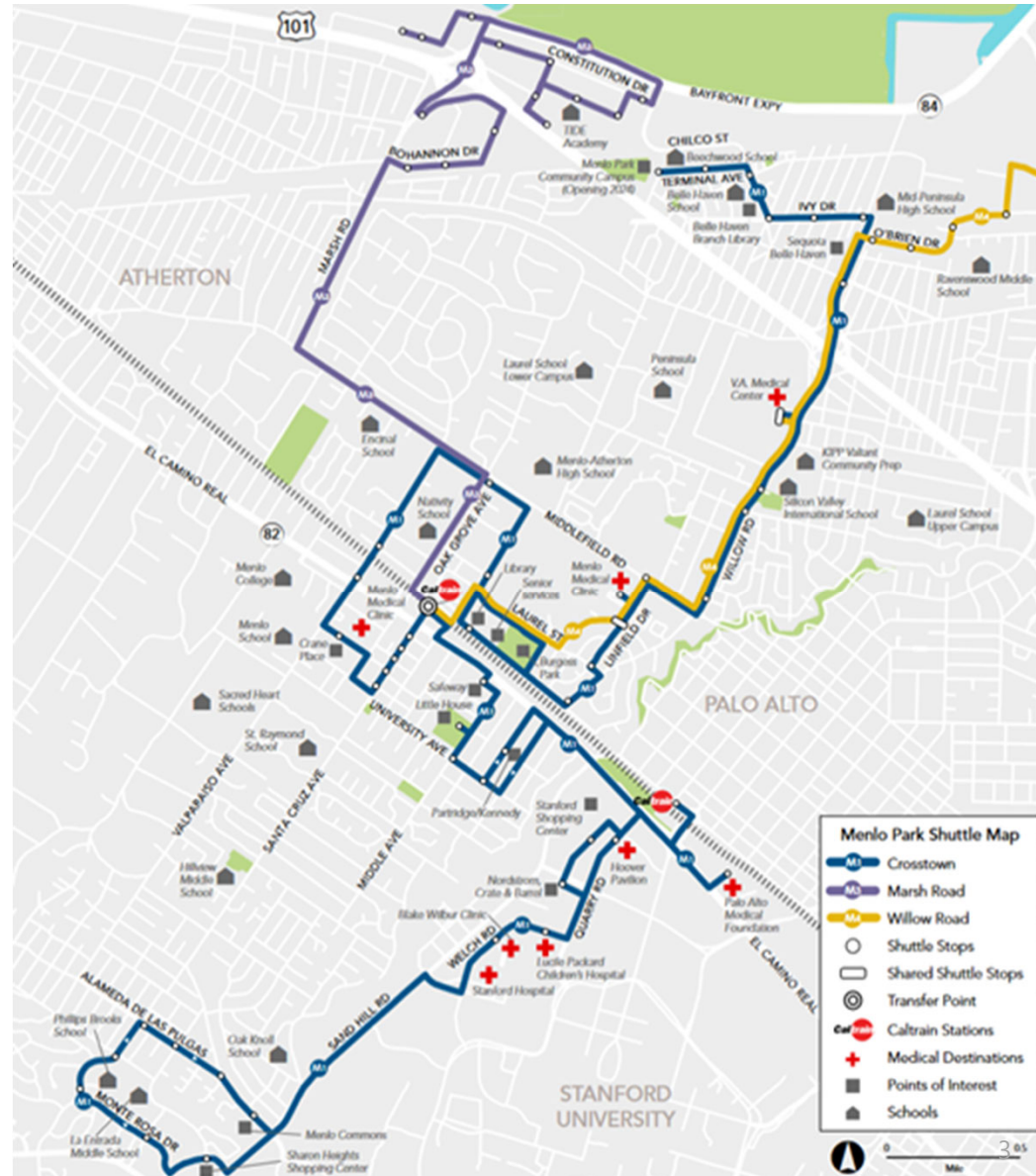
BACKGROUND

# Current Shuttle Program

- **Two commuter routes**
  - **Marsh and Willow Shuttle** connect Caltrain with business parks
- **Two community routes**
  - **Crosstown** is a fixed route connecting residents with retail, medical, and recreation destinations
  - **Shoppers' Shuttle** is a curb-to-curb route supplementing Crosstown
  - Shoppers' Shuttle must be reserved at least one day in advance

## Shuttle Vehicles

- Seat 20 to 28 passengers
- Wheelchair-accessible
- Front-mounted rack for two bicycles



BACKGROUND

## Program Details

### ■ Administration

- Joint contract with SamTrans, Commute.org
- Vehicles and drivers provided by MV Transportation

### ■ Funding

- Combination of grants, City Measure A funds, developer fees
- Grant agencies: SMCTA, C/CAG, MTC
- FY23-25: ~\$1,500,000 in grant funding



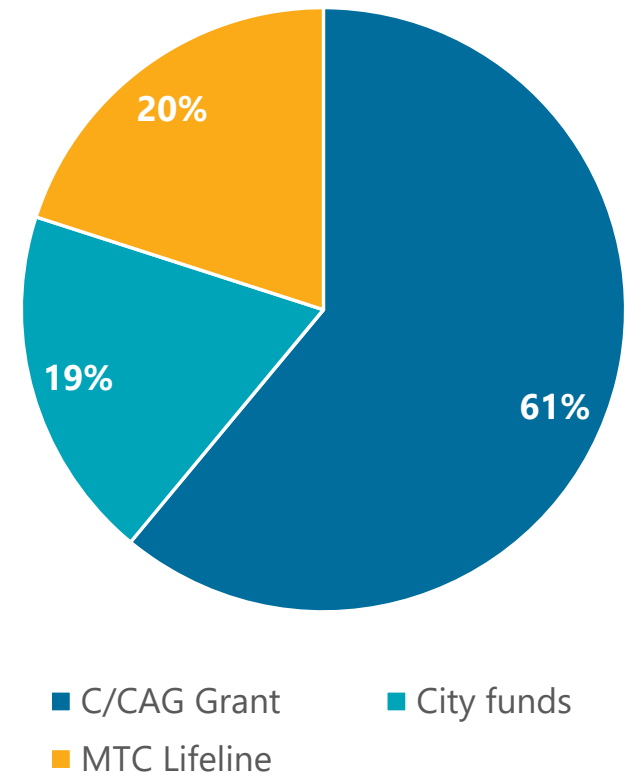
Commute.org



**FUNDING**

# Current Funding Sources and Budget of the Program

Shuttle	Funding Sources	Current Budget FY2023-2025
<b>Crosstown Shuttle</b>	60% C/CAG Grant 40% MTC Lifeline Grant	\$874,000
<b>Shoppers' Shuttle</b>	100% City funds	\$150,400
<b>Marsh Road Shuttle</b>	75% C/CAG Grant 25% City funds (Measure A and Developer fees)	\$379,000
<b>Willow Road Shuttle</b>	75% C/CCAG Grant 25% City funds (Measure A and Developer fees)	\$341,900
<b>Total</b>		\$1,746,200



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# Study Overview

STUDY OVERVIEW

## Shuttle Study

- Comprehensive shuttle study launched in 2023
- Funded by \$153,000 Caltrans Sustainable Communities Transportation Planning grant
- Consultant-led shuttle study looked at ways to increase ridership, serve desired destinations, and improve cost efficiency



STUDY OVERVIEW

# Study Objectives

- Analyze riders' travel patterns and needs that were impacted by COVID-19
- Identify innovative solutions, such as microtransit or ride-hailing partnerships, that are feasible in the complex fiscal environment
- Provide recommendations that reflect the changes that have occurred in Menlo Park; and serve large and small businesses, people with disabilities, older adults, low-income residents, and commuters

## Primary Tasks:

- Existing Conditions
- Current and Future Travel Analysis
- Community Outreach and Input Summary
- Service Alternatives

- Service Recommendations

## Supporting Tasks:

- Shuttle Fee Assessment
- Funding Opportunities and Partnerships



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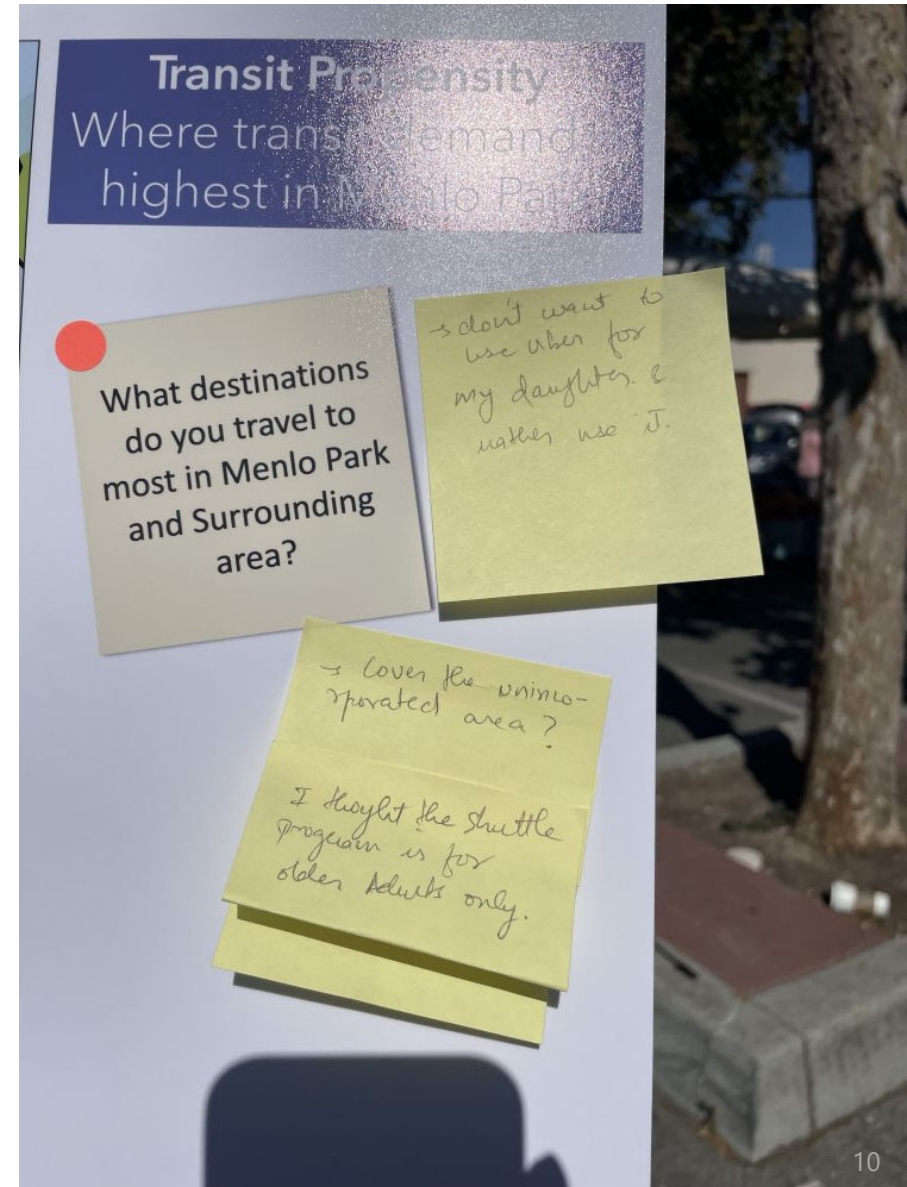
# What We Heard



## ENGAGEMENT

### Summary of Engagement - Main Themes

- 1. Improving Shuttle Services:** The input emphasizes the need to enhance shuttle services by increasing frequency, accessibility, and visibility
- 2. Education and Information Dissemination:** The input discusses the importance of raising awareness about the shuttle program
- 3. Visibility:** The shuttle program needs to be more visible to the public
- 4. Integration with Other Services:** Suggestions were made to combine the shuttle service with Transit Pass and Bay Pass and partner with SamTrans or microtransit
- 5. Use of Technology:** Users have requested an app allowing them to input their location and destination and receive directions on how to use the shuttle
- 6. Inclusivity:** There is concern that unincorporated areas are not being considered and a desire for these areas to be included in the shuttle service



ENGAGEMENT

## Key Takeaways: Service Recommendations

- **Community Members Supported the Recommendations:** Members of the TAC and the public supported the changes to the Midday Community shuttles.
- **Concerns About Service to the Marsh Road Area:** There were concerns about users accessing the Marsh Road area due to increased travel time for those users.
- **The Lack of Accessible On-Demand Options:** Participants in the public meeting had concerns about the lack of accessible on-demand options due to the lack of wheelchair-accessible TNC vehicles in the area.
- **Support for Changes to Shuttle funding and Governance:** Participants in the Co-Creation session supported the concept of a Transportation Management Association (TMA) to manage the shuttle program and an expansion of Shuttle funding to enable additional mobility programs and investments.



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# Service Recommendations

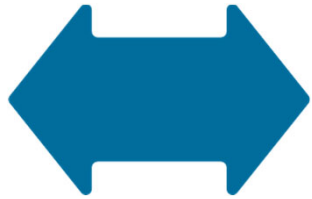
## Service Recommendations

- The **Preferred Service Plan** was developed to operate with existing financial resources and costs but to better align existing service with demographic and travel changes in Menlo Park.
- In the longer term, the service improvements identified in the **Future Service Plan** are recommended if additional financial resources can be identified.
- A **Reduced Service Plan** is also provided if funding reductions or cost increases require a reduction in service.



SERVICE RECOMMENDATIONS

# Service Considerations



**Focus on bidirectional service.**



**Provide new transportation options**



**Minimize non-productive route segments**



**Modify service to more effectively serve Belle Haven and the Bayfront**



**Streamline service and reduce duplication**



**Improved frequency and span of service**

PREFERRED SERVICE PLAN

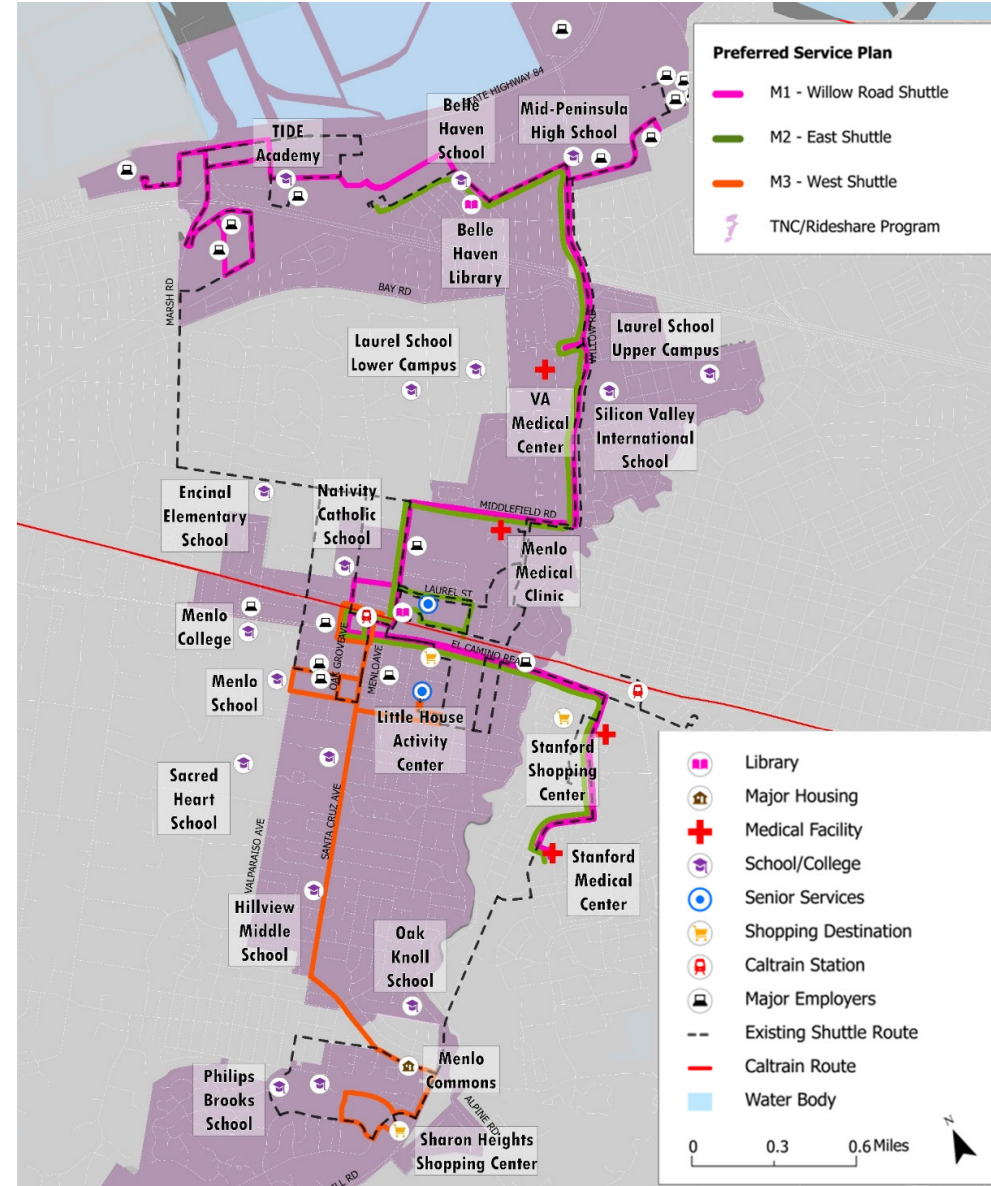
# Preferred Service Plan

## Benefits

- More frequent peak service to Belle Haven, the Bayfront, and Stanford Medical Center
- Faster service to Caltrain for Belle Haven and Sharon Heights
- Direct Service on Santa Cruz Ave Corridor
- Subsidized TNC/rideshare service is available to more residents

## Disadvantages

- Longer travel times for commuters
- Revised routing may require a longer walk to access stops



COMMUTER ROUTE

M1

# Willow Road Shuttle

Stanford Medical Ctr – Menlo Park Caltrain – Bayfront

## Commuter Shuttle

M1

- Weekdays from 6:00 a.m. to 10:00 a.m. and 4:00 p.m. to 8:00 p.m. - Every 30 Minutes

### Markets Served

- Stanford Medical Center
- Menlo Park Caltrain
- Belle Haven
- Willow and Marsh Road Business Parks

## Community Shuttles

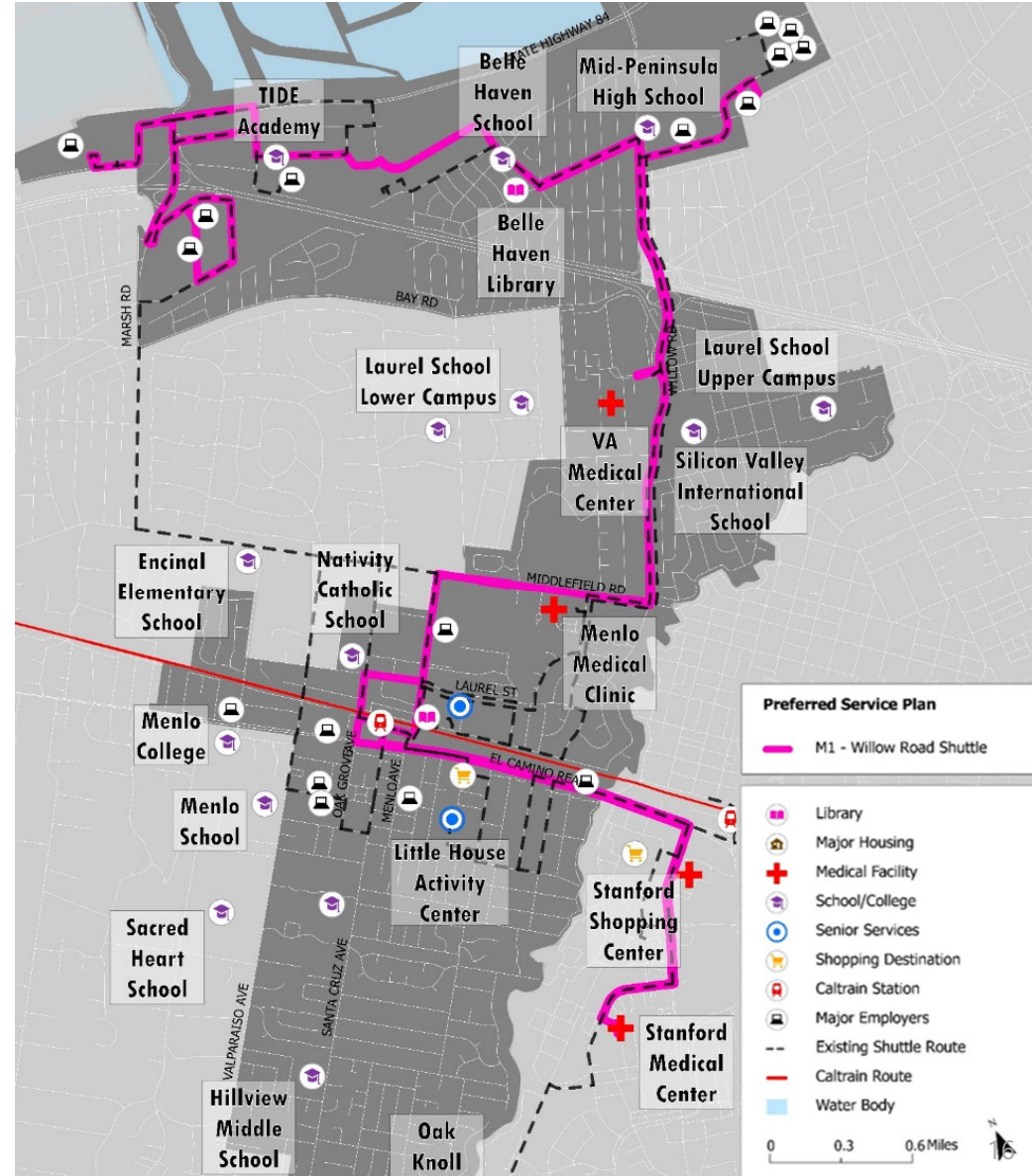
M2

M3

- Weekdays from 8:30 a.m. to 3:00 p.m. - Every 60 Minutes

### Markets Served

- Sharon Heights
- Central Menlo Park
- Stanford Medical Center
- Menlo Park Caltrain
- Belle Haven

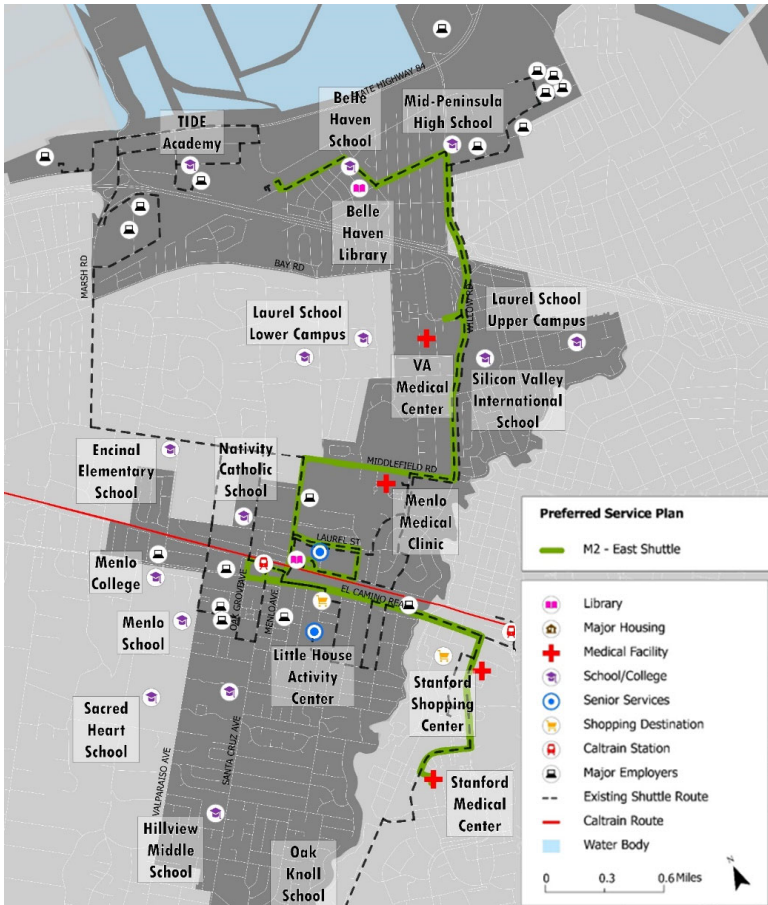


COMMUNITY SHUTTLES

M2

# East Shuttle

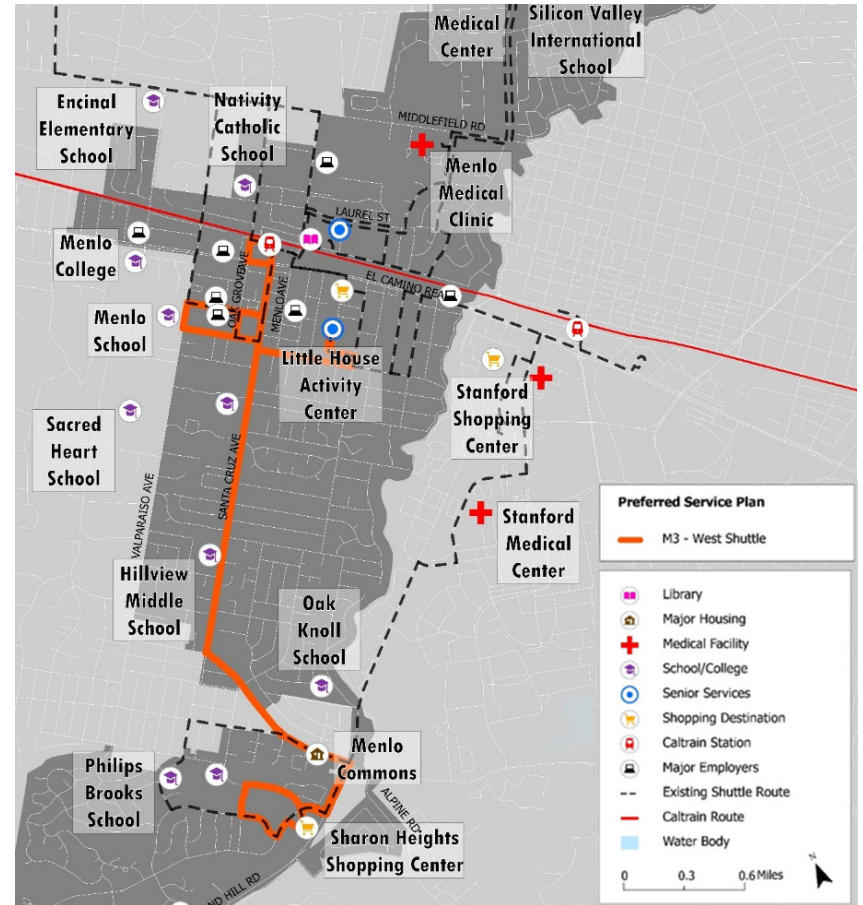
Stanford Medical Ctr – Menlo Park Caltrain – Belle Haven



M3

# West Shuttle

Sharon Heights – Central Menlo Park – Menlo Park Caltrain





SERVICE RECOMMENDATIONS

## TNC/Rideshare Program

**TNC/Rideshare** fills the transportation gap for Menlo Park Seniors and the Disabled.

- TNC/rideshare replaces Shoppers Shuttle **for residents over 65 years old**
- Service fills the need for Medical Transportation
- Service would extend to surrounding communities for registered users
- **Proposed Fare of \$4**, City covers the remaining ride cost up to \$20. Rider is responsible for a cost above \$24



**SERVICE RECOMMENDATIONS**

## Comparison of Preferred Service Plan and Existing Service

Shuttle	Existing Service	Preferred Service Plan	Key Changes
<b>Commuter</b>	Marsh and Willow Shuttles with 60-minute headways in the commute peak periods, with one-directional service	One route with 30-minute headways and bi-directional service	Combined route that allows for stops on the return trips but longer routes for riders destined for the business areas along Marsh Road.
<b>Community</b>	Crosstown with 90-minute headways, all day service	Midday East Midday West	Two shuttle routes with a transfer at Caltrain and 60-minute headways.
<b>Community Door to Door</b>	Shopper's Shuttle operates on four days <sup>1</sup> a week in the morning	Transportation Network Companies (TNC) such as Uber, Lyft	Operates more days and hours but includes a fare. Vehicles are not currently wheelchair accessible.

<sup>1</sup> Shoppers' Shuttle operates on Tuesday, Wednesday, Saturday and Sunday

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# Commission Feedback and Next Steps

## Commission Feedback

Recommended City Council accept the Comprehensive Shuttle Study and requested staff to highlight:

- § Information about ridership and costs per passenger
- Information on potential ridership increase with the recommended changes
- Need for additional marketing to increase awareness of the shuttle
- § Alternatives for wheelchair-access users of the Shoppers Shuttle if it were replaced by Transportation Network Company (TNC) service and
- Other ways to fund the commuter shuttle



NEXT STEPS

## Action Recommended and Next Steps

- Accept Comprehensive Shuttle Study
- Provide Feedback on Shuttle Recommendations
- Staff returns to City Council in early 2025 with shuttle recommendations to respond to grant call for projects



# Questions?



**Marvin Ranaldson, Nelson\Nygaard**  
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**Thank you**