



**SPECIAL MEETING MINUTES**

**Date:** 12/16/2025  
**Time:** 5:30 p.m.  
**Locations:** Teleconference and  
Belle Haven Community Campus  
100 Terminal Ave., Menlo Park, CA 94025

**Special Session**

**A. Call To Order**

Mayor Nash called the meeting to order at 5:35 p.m.

**B. Roll Call**

**Present:** Combs, Nash, Schmidt, Taylor (remote – AB 2449 Just Cause, exited at 8:35 p.m.),  
Wise  
**Absent:** None  
**Staff:** City Manager Justin Murphy, Assistant City Manager Stephen Stolte, Assistant City  
Attorney Mary Wagner, Assistant to the City Manager/ City Clerk Judi A. Herren

**C. Closed Session**

- C1. Conference with real property negotiators pursuant to Government Code §54956.8  
Property location: 509 Sandlewood St., Menlo Park, CA  
City negotiators: Justin I.C. Murphy, Mary Wagner, Tim Wong  
Under negotiation: Price, terms of payment, property negotiations
- C2. Conference with real property negotiators pursuant to Government Code §54956.8  
Property location: 515 Sandlewood St., Menlo Park, CA  
City negotiators: Justin I.C. Murphy, Mary Wagner, Tim Wong  
Under negotiation: Price, terms of payment, property negotiations

**Regular Session**

**D. Call To Order**

Mayor Nash called the meeting to order at 6:43 p.m.

**E. Report from Closed Session**

No reportable actions.

**F. Agenda Review**

None.

## **G. Public Comment**

- Miyko Harris-Parker expressed gratitude to the City Council and city staff.
- Ma Yam Li requested additional and previously offered senior classes at the Belle Haven Community Campus (BHCC).
- Glafira Garcia spoke on concerns related to senior classes and space at BHCC and requested an update to the senior submitted petition.
- Alberto Tinjero spoke on concerns related to the BHCC restroom doors, billiards table, floors, and interactions with staff.
- Jason Primuth spoke in support of TIDE Academy remaining open.
- Joy Sykes spoke in support of TIDE Academy remaining open.
- Ismael Oseguera spoke on concerns that the new senior center does not have the same family-oriented focus as the previous center.
- Charlotte Reed spoke on concerns related to pedestrian safety issues at Menlo Avenue (Attachment).
- Laura Peterson spoke on concerns related to staff interactions with seniors.
- Patricia Mayall requested more care and attention be paid to the seniors of Menlo Park.
- Olga Zhu spoke in support of TIDE Academy remaining open.
- Tamar spoke in support of TIDE Academy remaining open.
- Adina Levin spoke in support of the recently completed pedestrian crossing at El Camino Real and Ravenswood Avenue.

## **H. Consent Calendar**

- H1. Accept the City Council meeting minutes for November 18, 2025 (Attachment)
- H2. Authorize the city manager to execute an amendment to the lease agreement for City property at 555 Ravenswood Ave. (Staff Report #25-191-CC)
- Cathrine Carlton spoke in support of a lease amendment for the Junior League and on concerns related to the cost of a new roof at the Gatehouse.
  - Sara Gee read a letter from former Senator Richard Gordon.
  - Kristy Bonham spoke in support of a lease amendment for the Junior League and the collaboration between the Junior League and Menlo Park Fire Protection District.
  - Charlotte Reed spoke in support of a lease amendment for the Junior League.
  - Lynna Do spoke in support of a lease amendment for the Junior League.
  - Kristin Fabos spoke in support of a lease amendment for the Junior League.

The City Council received clarification on the recommended one-year lease extension, current condition of the Gatehouse roof and maintenance and future agenda items related to the Gatehouse lease.

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

## **I. Study Session**

- I1. Provide direction for a public meetings transportation, location, interpretation and translation services accessibility policy (Staff Report #25-192-CC)

City Clerk Herren made the presentation (Attachment).

- Pam Jones spoke in support of a meeting accessibility policy, budgeting and actual costs.
- Adina Levin spoke in support of a meeting accessibility policy.
- Marlene spoke in support of public meeting accessibility and on concerns related to the efficacy of web-based translation tools.

The City Council received clarification on cost of current and proposed interpretation services, use of city shuttle program for transportation to and from City Council meetings and expanding transportation services citywide.

The City Council discussed number of meetings held at the BHCC, transportation services, making the BHCC more accessible, additional analysis on interpretation services, human translation of documents and Environmental Justice (EJ) element engagement requirements and spirit.

The City Council directed staff to consider the following for a meeting accessibility policy:

- Pilot for transportation using a 72-hour request form and including shuttle from the City Council Chambers to BHCC when hosting meetings at BHCC.
- Host at least two City Council meetings at BHCC annually.
- Provide interpretation upon request using the current 72-hour request form and current practice of automatically providing full interpretation services for annual City Council priority setting workshop, annual budget public hearing and General Plan Elements (such as the EJ and Safety Elements or Housing Element).
- Present interpretation request form options for City Council consideration (i.e., needs of the requester for audio, visual and public comment).
- Provide transportation services from Belle Haven neighborhood to the City Council Chambers for City Council priority setting workshop, annual budget public hearing and General Plan Elements.
- Provide human translation of written material of Racial and Identity Profiling Act (RIPA) reports and items related to General Plan Elements.

## **J. Regular Business**

- J1. Consider and adopt a resolution to approve a side letter of agreement amending the memorandum of understanding between the City of Menlo Park and the Menlo Park Police Officers' Association to implement a Police Hiring and Retention Incentive Program (Staff Report #25-190-CC)

Human Resources Manager Charla Freckman made the presentation (Attachment).

**ACTION:** Motion and second (Combs/ Schmidt), to adopt a resolution to approve a side letter of agreement amending the memorandum of understanding between the City of Menlo Park and the Menlo Park Police Officers' Association to implement a Police Hiring and Retention Incentive Program for police academy graduates and lateral police officers to address recruitment and retention challenges, passed 4-0-1 (Taylor absent).

- J2. Appoint City Council representatives, alternates and liaisons to various local and regional agencies and as liaisons to City Council advisory bodies (Staff Report #25-188-CC)

City Clerk Herren introduced the item.

**ACTION:** Motion and second (Wise/ Combs), to appoint representatives and alternates to various local and regional agencies and as liaisons to advisory bodies and continuing liaison appointments to San Mateo County Transit District (SamTrans) and San Mateo County Transportation Authority (SMCTA) to a

future meeting, passed 4-0-1 (Taylor absent) (Attachment).

- J3. Appoint City Councilmembers to Community Funding Program Standing Subcommittee and provide direction on Belle Haven Community Campus Ad Hoc Subcommittee (Staff Report #25-193-CC)

City Clerk Herren introduced the item.

- Pam Jones spoke in support of an ad-hoc subcommittee for BHCC.

The City Council discussed returning a new charge for a BHCC ad-hoc subcommittee.

**ACTION:** Motion and second (Nash/ Wise), to appoint Schmidt and Wise to the Community Funding Program Committee and disband the Belle Haven Community Campus ad hoc subcommittee, passed 4-0-1 (Taylor absent) (Attachment).

#### **K. Informational Items**

- K1. City Council agenda topics: January 2026 (Staff Report #25-194-CC)
- K2. Update on the City's street maintenance projects for 2026 (Staff Report #25-189-CC)

#### **L. City Manager Report**

City Manager Murphy reported out on the SAFER Bay project and provided an update on the request for proposals for housing on the Downtown parking plazas.

Assistant City Manager Stephen Stolte reported out on the project designs and furniture purchases for the 600 block of Santa Cruz Avenue.

#### **M. City Councilmember Reports**

Mayor Nash reported out on a Peninsula Clean Energy (PCE) event.

Vice Mayor Wise reported out on police activity in District 5.

City Councilmember Schmidt reported out on upcoming ReThink Waste legislation.

#### **N. Adjournment**

Mayor Nash adjourned the meeting at 9:34 p.m.

Assistant to the City Manager/ City Clerk Judi A. Herren

These minutes were approved at the City Council meeting January 27, 2026.

Charlotte Reed  
(item "G")

G-PUBLIC COMMENT

Google Maps





# Direction on public meeting accessibility policy

Judi A. Herren, Assistant to the City Manager/ City Clerk



# Agenda

- Policy context
- The community
- Current practices
- Accessibility policy framework
- City Council direction





## Policy context

- Aligns with Environmental Justice (EJ) Element
- Supports equitable civic engagement





## The community

- 38% of residents speak a language other than English at home
- Spanish is the most common non-English language (15%)
- Interpretation and translation provided based on anticipated need or by public request



## Current practices

- Transportation offered for select meetings
  - Three meetings since 2023
  - Specific topics:
    - Annual City Council priority setting workshop
    - Annual budget public hearing
    - General Plan Elements (such as EJ Element or Housing Element)
- Meetings at Belle Haven Community Campus (BHCC)
  - Two City Council meetings held in 2025
  - Six of seven commissions held in 2025
- Spanish interpretation provided
  - On public request
  - Used for key topics
- Translation of select materials
  - Police updates, Racial and Identity Profiling Act (RIPA) reports, General Plan items





## Transportation recommendations

- Shuttle service from Belle Haven for key meetings
  - Annual City Council priority setting workshop
  - Annual budget public hearing
  - General Plan Elements
- Estimated cost: \$220/meeting





## Location recommendations

- Host two City Council meetings/year at BHCC
- Each commission to hold one meeting/year at BHCC
- Additional staff time: approx. 20 hours/meeting



## Interpretation services recommendations

- Interpretation: live, in-person and/or virtual
- Use Zoom platform for virtual Spanish captioning
- One virtual interpreter for public comment
  - Live interpretation for received Spanish public comment
- Estimated cost: \$700/meeting (currently \$3,000/four interpreters)





## Translation services recommendations

- Certified (human) translation for key agenda items:
  - Police quarterly updates and RIPA reports
  - General Plan Elements items
    - Estimated cost: \$400 for a staff report and attachments
- Exploring web-based tools for broader access



## Fiscal impact

- No immediate budget impact
- Future implementation will require funding
- Estimated costs per (4-hour) meeting:
  - Transportation: \$220
  - Interpretation: \$700
  - Translation: \$400





## Next steps

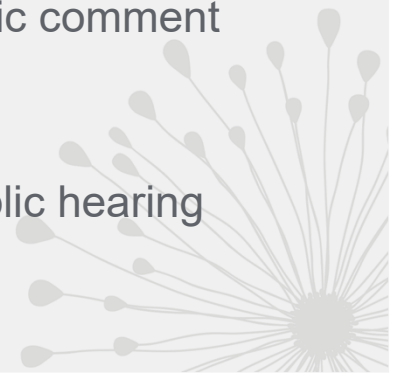
- Staff to draft policy based on City Council direction
- Include standards, best practices, and cost estimates
- Return for Council approval in early 2026





## Discussion and direction

- Staff recommendations:
  - Transportation
    - Continue current practices
  - Locations
    - Two City Council meetings and one commission one meeting annually at BHCC annually
  - Interpretation
    - Spanish closed captioning at all public meetings
    - One virtual to provide live interpretation for received Spanish public comment
  - Translation:
    - Police RIPA updates and General Plan Elements
    - Web-based translation tool to translate agendas, minutes and public hearing notices





# Police Hiring and Incentive Program Overview and Highlights

Charla Freckmann, Human Resources Manager



## Background

- Competition to fill Police Officer positions is challenging for public safety agencies across California.
- Vacancy rate for Menlo Park positions represented by the Police Officers' Association (POA) is 14.29% (includes police officers and corporals).
- Proposed Police Hiring and Retention Incentive Program with the intent to attract trained qualified lateral recruits for Police Officer as well as Police Academy graduates.



## Program structure – Police academy graduate



The Police Hiring and Retention Program is comprised of two levels: (1) police academy graduate and (2) lateral police officer.

Police academy graduate hiring incentives:

\$10,000 total incentive based on:

- \$5,000 upon successful completion of the FTO program; and
- \$5,000 upon successfully passing the probationary period and completing one year of service.



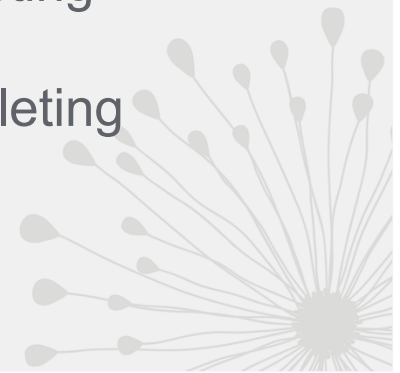
## Program structure – Lateral police officer



Lateral police officer hiring incentives:

\$40,000 total incentive based on:

- \$10,000 upon acceptance of a final offer of employment;
- \$10,000 upon successfully passing probation period and completing one year of service;
- \$5,000 upon successfully passing probation and completing two years of service;
- \$5,000 upon successfully passing probation and completing three years of service; and
- \$10,000 upon successfully passing probation and completing four years of service.



## Program administration and review



- Human resources (HR) will administer the program according to the program guidelines (attachment to staff report).
- HR and the police department will review the program at least once annually to evaluate the program and provide recommendations to the city manager.
- Status update about the program will be included in the vacancy report to City Council in May 2026.



<b>MAYOR ASSIGNMENTS</b>	<b>2026 Primary</b>	<b>2026 Alternate</b>
Association of Bay Area Governments (ABAG)	Betsy Nash	Jennifer Wise
League of California Cities (Peninsula Division)	Betsy Nash	Jennifer Wise
Palo Alto Community Fund Advisory Board	Betsy Nash	
San Mateo County Council of Cities and City Selection Committee	Betsy Nash	Jennifer Wise
<b>REGIONAL BOARD MEMBERS</b>	<b>2026 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>2026 Primary</b>	<b>2026 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	Jennifer Wise
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
Searsville Advisory Group	Jennifer Wise	Betsy Nash
SFO Airport/Community Roundtable	Drew Combs	Cecilia Taylor
South Bayside Waste Management Authority (SBWMA)	Jeff Schmidt	Cecilia Taylor
Stanford Community Resources Group	Jennifer Wise	Betsy Nash
<b>ADVISORY BODY LIAISONS</b>	<b>2026 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>2026 Member 1</b>	<b>2026 Member 2</b>
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. 16, 2025 to serve through Dec. 31, 2027

2026 City Council assignments

<b>CITY COUNCIL STANDING SUBCOMMITTEE</b>	<b>2026</b>	<b>2026</b>	<b>Notes</b>	<b>Purpose</b>
Community Funding Program Committee	Schmidt	Wise	Meets annually in April	Evaluate annual requests for human service needs funds. The Community Funding Program subcommittee meets to review and make recommendations to the City Council on how best to allocate the funding.
<b>DISBANDED CITY COUNCIL AD HOC SUBCOMMITTEES</b>			<b>Notes</b>	<b>Purpose</b>
Belle Haven Community Campus Subcommittee (ad hoc subcommittee)	Disband	Disband	Established Jan. 9, 2024 Updated purpose statement March 11, 2025 Disbanded Dec. 16, 2025	Advise on operational challenges for the BHCC and Belle Haven Pool facility and programming
Commonwealth 3 Development Agreement Negotiations Subcommittee (ad hoc committee)	Disband	Disband	Established March 28, 2023 Disbanded Dec. 17, 2024	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)	Disband	Disband	Established Sept. 10, 2024 Disbanded Dec. 9, 2025	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)	Disband	Disband	Established March 28, 2023 Disbanded Dec. 9, 2025	Advise on the negotiation of the development agreement for Parkline mixed-use project at 333 Ravenswood Ave.