



SPECIAL MEETING MINUTES – DRAFT

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 made the presentation (Attachment).

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 made the presentation (Attachment).

- 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).

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