



**REGULAR MEETING MINUTES**

**Date:** 1/27/2026  
**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 Nash called the meeting to order at 6:04 p.m.

**B. Roll Call**

**Present:** Combs (exited the meeting at 8:45 p.m.), Nash, Schmidt, Taylor (remote – Brown Act), 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**

None.

**D. Public Comment**

- Virginia Chang Kiraly spoke on the upcoming San Francisquito Creek JPA (Joint Powers Authority) meeting.
- Naji Ali spoke on services provided by Race Swami and on concerns with the Belle Haven pool services (Attachment).

**E. Presentations and Proclamations**

E1. Presentation: HIP Housing annual calendar contest (Attachment)

HIP Housing Board Member Brian Perkins made the presentation (Attachment).

E2. Proclamation: Black History Month (Attachment)

Mayor Nash introduced the proclamation.

Library and Community Services Supervisor Rondell Howard accepted the proclamation (Attachment).

**F. Consent Calendar**

F1. Accept the City Council meeting minutes for December 16, 2025 (Attachment)

- F2. Award a construction contract to Medallion Landscape Maintenance for the Smart Irrigation Infrastructure project and determine this action is categorically exempt pursuant to California Environmental Quality Act Guidelines §§15301 for existing facilities (Staff Report #26-009-CC)

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

## **G. Study Session**

- G1. Provide direction on the City's Middle Avenue Pedestrian and Bicycle Rail Crossing project (Staff Report #26-010-CC)

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

- Sue Kayton spoke in opposition to the project and provided additional projects and programs to fund.
- Michael Barclay spoke in opposition to the project and provided a cost analysis.
- Adina Levin spoke in support of the project and staff recommendations.
- Katie Behroozi spoke in support of the project.
- Ken Kershner spoke in support of the project and to pursue the lowest construction cost option.
- Lesley Feldman spoke in support of the project.

The City Council received clarification on city design funding costs, phasing approach and costs, federal funding, depth of the tunnel, funding sources assurance, applying for additional funding or grants, Stanford University funding source and One Bay Area Grant fourth cycle funding application opportunity.

The City Council discussed funding sources, C/CAG advocacy, design and construction timeline, funding strategy and timeline, construction estimates options and an additional staircase on El Camino Real side of the project.

The City Council directed staff to move forward with finalizing design, provide funding strategies with assessments, pursue Option 4 and return with an MOU (memorandum of understanding) for advancing the design and funding strategy.

## **H. Regular Business**

- H1. Receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2025 (Staff Report #26-008-CC)

Assistant Administrative Services Director Fenny Lei made the presentation (Attachment).

The City Council received clarification on the city's net position.

**ACTION:** Motion and second (Wise/ Combs), to receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2025, passed unanimously.

- H2. Consider and adopt a resolution approving a City Council Policy for public meeting accessibility (Staff Report #26-011-CC)

City Clerk Judi A. Herren made the presentation (Attachment).

- Charlotte Reed spoke in support of multilingual, location and written material meeting access and the proposed policy.
- Will Oursler spoke in support of the policy and requested the inclusion of city commissions.
- Adina Levin spoke in support of human interpretation and requested the option for written comments in the submitters primary language and to allow native language comments to be uploaded to request forms.

The City Council received clarification on Spanish closed captioning and the interpretation form option.

The City Council discussed more meetings at the Belle Haven Community Campus and usage of services offered.

The City Council directed staff to begin implementation of the policy and pursue low and no cost accessibility options for submitting native language written comment.

**ACTION:** Motion and second (Taylor/ Wise), to adopt a resolution approving the public meeting accessibility policy, passed unanimously.

#### **I. Informational Items**

11. City Council agenda topics: February 2026 (Staff Report #26-012-CC)
12. Communitywide electrification project grant spenddown progress report (Staff Report #26-014-CC)
  - Brian Schmidt spoke in support of Menlo Spark continuing to support the Home Upgrade Program, requested information on knob and tube replacements and requested clarification on why electrified homes have opted out of solar and storage.
13. Update on the Belle Haven Pool hybrid model community task force (Staff Report #26-013-CC)
  - Meredith Rohr requested a future regular City Council agenda item about the task force and to include their report on the item.

#### **J. City Manager Report**

City Manager Justin Murphy reported out on the Kelly Park parking lot closure for solar carport construction and upcoming solar carport construction at the Burgess campus.

#### **K. City Councilmember Reports**

City Councilmember Schmidt reported out on Connect Bay Area Transit Senate Bill 63 kickoff event, ReThinkWaste board meeting and Assembly Bill 762 update.

Mayor Nash reported out on the Bay Area Water Supply and Conservation Agency (BAWSCA), C/CAG Resource Management and Climate Protection Committee and Peninsula Clean Energy meetings and the JobTrain and Per Scholas graduation ceremony.

**L. Adjournment**

Mayor Nash adjourned the meeting at 8:52 p.m.

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

These minutes were approved at the City Council meeting February 24, 2026.





# **RACE SWAMI of BELLE HAVEN**

A Belle Haven Youth Program Providing Swimming & Enrichment  
Opportunities for Local Kids

Race Swami Belle Haven's swimming and enrichment program is specifically geared to serve marginalized families from the Belle Haven, East Palo Alto and neighboring communities, making competitive swimming accessible for all. Any child is welcome to join the team, regardless of ability to pay, and the team typically supplies the gear they need. The program also offers free tutoring support and other educational opportunities for its members. Currently, there is no other peninsula-based USA Swimming program dedicated specifically to meet the needs of economically disadvantaged kids in the Belle Haven and East Palo Alto communities.





# Proclamation

## BLACK HISTORY MONTH FEBRUARY 2026

**WHEREAS**, during Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual and political development; and

**WHEREAS**, Black History Month grew out of the establishment, in 1926, of Negro History Week by Dr. Carter G. Woodson and the Association for the Study of African American Life and History; and

**WHEREAS**, the 2026 theme, "Century of Black History Commemorations" marks 100 years of national observances dedicated to honoring the lives, struggles and achievements of African Americans; and

**WHEREAS**, the observance of Black History Month calls our attention to the continued need to battle racism everywhere, including in our own city, and to build a society that lives up to its democratic ideals; and

**WHEREAS**, the City of Menlo Park continues to work toward becoming an inclusive community in which all people - past, present, and future – are respected, valued equally, and recognized for their contributions and potential contributions to our community, the state, the country and the world; and

**WHEREAS**, February 7 all are invited to attend the City of Menlo Park's fourth annual Black Liberation Month Celebration at the Belle Haven Community Campus, which will include a walkthrough of Black history decade by decade, food, cultural entertainment and more; and

**NOW, THEREFORE, BE IT PROCLAIMED**, that I, Betsy Nash, Mayor of the City of Menlo Park, on behalf of the City Council and City, do hereby proclaim and celebrate February 2026 as Black History Month in Menlo Park.

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Betsy Nash, Mayor  
January 27, 2026



# MIDDLE AVENUE PEDESTRIAN AND BICYCLE RAIL CROSSING PROJECT STUDY SESSION

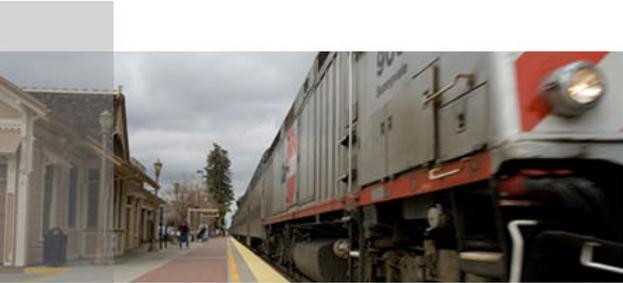
Azalea Mitch, Public Works Director  
January 27, 2026



# AGENDA

- Project background and history
- Status
- Costs
- Options
- Seek City Council's direction on the next steps





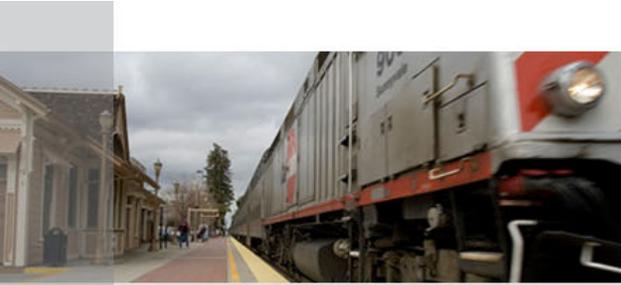
## PROJECT BACKGROUND

### 2012 El Camino Real and Downtown Specific Plan

- Includes the development of grade separated bicycle / pedestrian crossings at the Caltrain station and Burgess Park.
- Objective - improve east-west bicycle / pedestrian connectivity and safety.

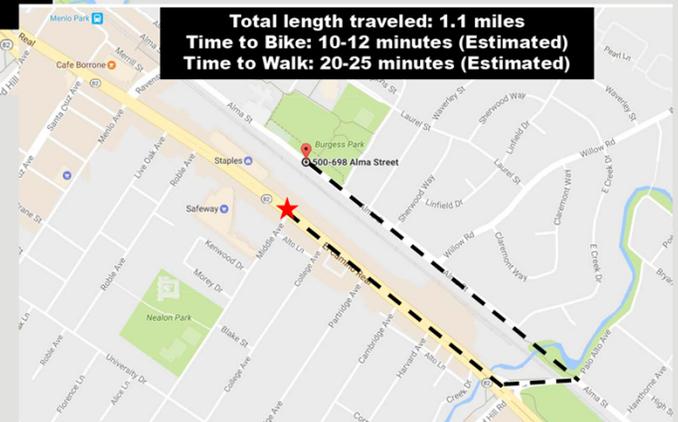
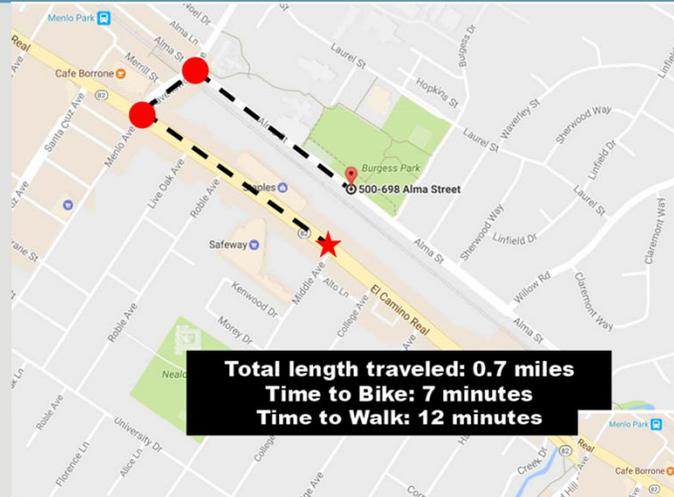


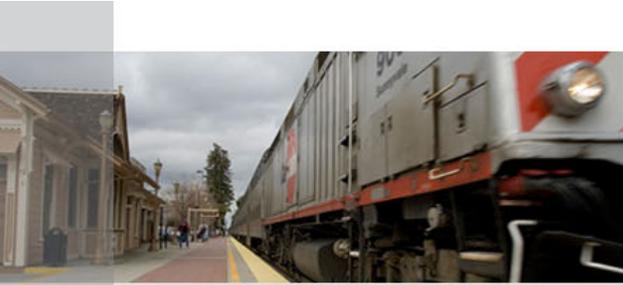




# PROJECT OBJECTIVES

- Improve safety
- Promote multi-modal transportation
- Reduce travel times
- Improve east/west connectivity
- Provide alternatives to busy streets, such as Ravenswood Ave. and El Camino Real

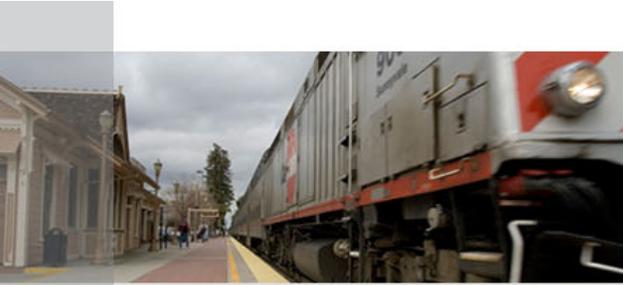




## PROJECT HISTORY

- **2016** – Measure A grant funding for preliminary design and environmental documentation
- **2023** – City Council approved the proposed design
- **2024** - Purchase of a portion of 700-800 El Camino Real
- **2024** – Memorandum of Understanding (MOU) with Caltrain to advance the design and develop federal environmental documentation

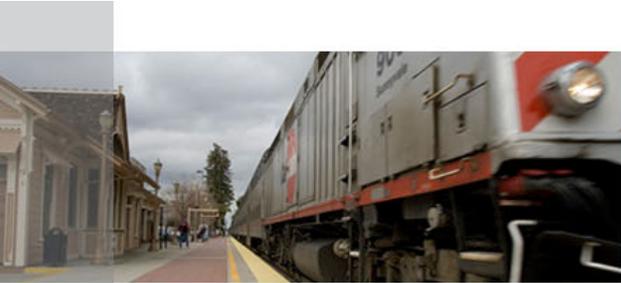




## PROJECT UPDATE



- Onboard
  - Design team, TY Lin
  - Contractor – Myers and Sons, General Contractor (CM/GC) project delivery approach
  - Environmental documentation consultant
  - Independent cost estimator
- Utility coordination: Cal Water, West Bay Sanitary District, PG&E and third party fiber companies
- Value engineering workshop
  - Length of tunnel
  - Utilities
  - Caltrain construction windows
- Design, updated 35%



## PROJECT DESIGN AND CONSTRUCTION ELEMENTS

- Design: 88' long tunnel (9'H x 20'W) underneath Caltrain tracks with ramps, stairs, streetlights
- Construction approaches:
  - 1) **Support existing two tracks** - box-jack installation of a precast concrete tunnel. Construction during 4 hr. non-revenue times or non and revenue hours with a single track in service.
  - 2) **Conventional cut-and-cover excavation** - involves removal of the two tracks for the placement of the tunnel over a weekend with bus service between the Redwood City and Palo Alto Caltrain stations.





# PROJECT UPDATE – COSTS CALTRAIN CONSTRUCTION WINDOWS



**Table 1: Construction estimates**

Construction window	Construction method	Estimated construction cost	Construction duration (months)
Option 1 - Short nightly closures (4 hours); 78 nightly shutdowns	Segmental Verona temporary bridge system	\$38 million	18
Option 2 - Longer nightly closures (8 hours) with single track operation; 53 nightly shutdowns	Segmental Verona temporary bridge system	\$35 million	14-16
Option 3 - Short nightly closures (4 hours) and single-track operation over four weekends; 6 nightly power shutdowns	Simple span pre-assembled temporary bridge system	\$33 million	14-16
Option 4 - One weekend shutdown (52 <u>hour</u> ) and short nightly closures (4 to 6 hours)	Open excavation	\$30 million	13-16

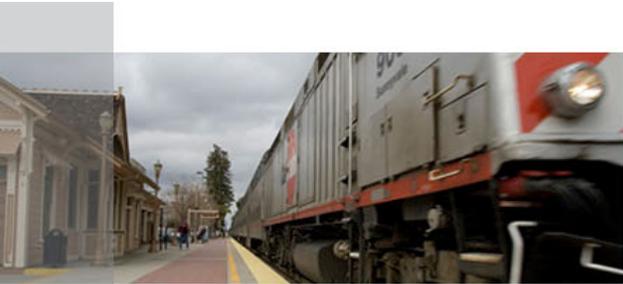
- Construction window, significant key cost factor
- Option 4 is fastest and least expensive



## PROJECT UPDATE - COSTS

Table 2: Total Project cost estimate	
Item	Estimated cost (million) <sup>1</sup>
Construction costs total <sup>2</sup>	\$30-\$38
Soft costs total	\$15
Design, environmental documentation, CM/GC and cost estimating <sup>3</sup>	\$5.9
Caltrain project and construction management <sup>4</sup>	\$8.6
City staff time	\$0.40
Subtotal	\$45-\$53
Contingency (15%)	\$7-8
ROW acquisition <sup>5</sup>	\$4
Total Project cost – low	\$56
Total Project cost – high	\$65

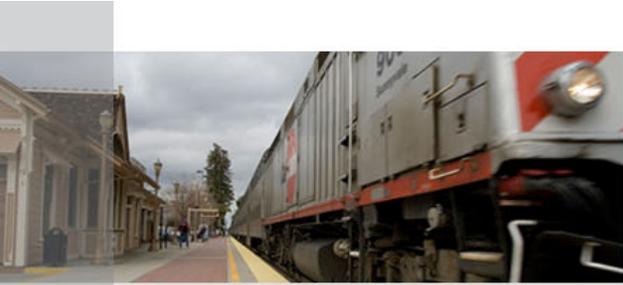
Include \$5M for relocation of fiber lines



## FUNDING



Funding	Source	Amount	Phase
Measure A/W Pedestrian/Bicycle Program	San Mateo County Transportation Authority	\$1,130,000	Design
Middle Plaza development agreement contribution	Private, Stanford University	\$6,000,000	Construction
Transportation impact fees	City of Menlo Park	\$5,658,334	Design, construction, right-of-way
Stanford University recreational mitigation grant	Santa Clara County	\$1,000,000	Construction
One Bay Area Grant – Third Cycle (OBAG-3)	Metropolitan Transportation Commission	\$5,000,000	Construction
Congresswoman Eshoo member designated project	USDOT	\$4,000,000	Construction
<b>Total</b>		<b>\$22,788,334</b>	



## PROJECT FUNDING SHORTFALL AND NEXT STEPS

- Funding shortfall: approx., \$34 to \$43 million
- **Options**
  - Finalize the design, staff's recommendation
  - Phase the Project
  - Discontinue the Project

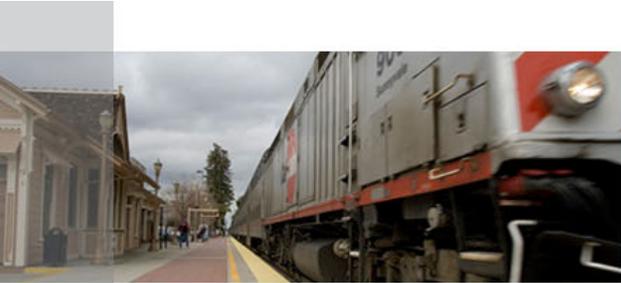




## FINALIZE THE DESIGN

- Complete design /environmental by March 2027
- Shovel ready - would be more competitive for future grant funding opportunities
- Strategy
  - Assess opportunities at both the state and federal levels
  - San Mateo County Transportation Authority
  - Caltrain’s Draft Corridor Crossings Strategy Program Initiation Report
- OBAG-3 grant and earmark
  - Have three years to construct after obligation of funds, extensions
- Re-evaluate extension of the Stanford University funding sources
- Caltrain MOU amendment, April 2026
  - Approx. \$5M additional needed to finalize the design
  - Negotiate project and construction management costs
  - Staff to assess budget
  - Fiber relocation – potential \$5M construction cost savings
  - Operating construction window – potential \$8M constructing cost savings
  - Complete transfer administration of federal funding to Caltrain





## PHASE THE PROJECT

- Assess if the construction money available could be sufficient for tunnel only
  - Ramps, lighting, and remaining infrastructure for later phase
- Proceed with design of tunnel only and environmental documentation
- More expensive due to additional mobilization and cost escalation over time
- Completion of the Project would remain uncertain and depend on the availability of future funds
- Caltrain MOU amendment, April 2026

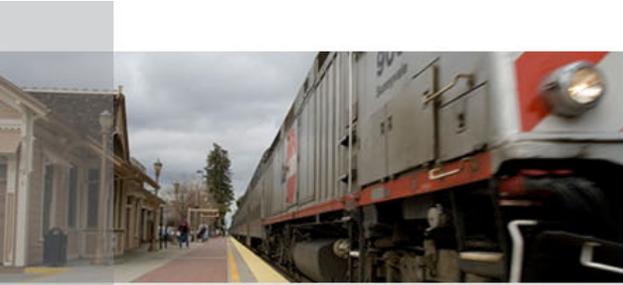




## DISCONTINUE THE PROJECT

- Forgo \$16 million of construction funding (OBAG-3, earmark, Stanford funds)
  - \$7M approx. estimated expenses thus far (preliminary/advanced design, ROW)
- On-going corridor-wide grade separation challenges
  - No San Mateo County funds are available for the City's grade separation project (Ravenswood, Oak Grove and Glenwood Avenues)
- City would not have opportunities for any grade separation project until funding is secured





## NEXT STEPS

- **Seek City Council's direction on options**
  - Finalize the design, staff's recommendation
  - Phase the Project
  - Discontinue the Project

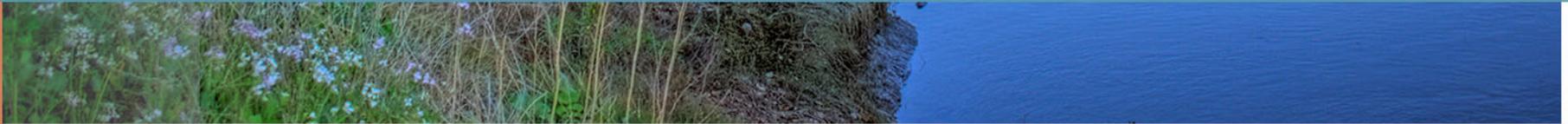




**THANK YOU!**



**FISCAL YEAR 2024-25 ANNUAL  
COMPREHENSIVE FINANCIAL REPORT**  
Fenny Lei, Assistant Administrative Services Director





## AGENDA

- ACFR overview
- Financial reporting and fund accounting basics
- Revenues and expenditures
- Citywide financial overview

The background of the slide is a photograph of a grassy hill. In the foreground, a wooden fence with vertical posts and a dark top rail runs across the frame. In the middle ground, two people are standing on the grassy slope. The background shows more trees and a cloudy sky. A teal horizontal bar is overlaid on the bottom half of the image, containing the title text.

# ACFR OVERVIEW



## ACFR OVERVIEW



- The Annual Comprehensive Financial Report, or ACFR, provides a complete overview of the City’s financial operations and financial position
- The ACFR is prepared in accordance with generally accepted accounting principles (GAAP) and follows the accounting and financial reporting standards established by the Governmental Accounting Standards Board (GASB).



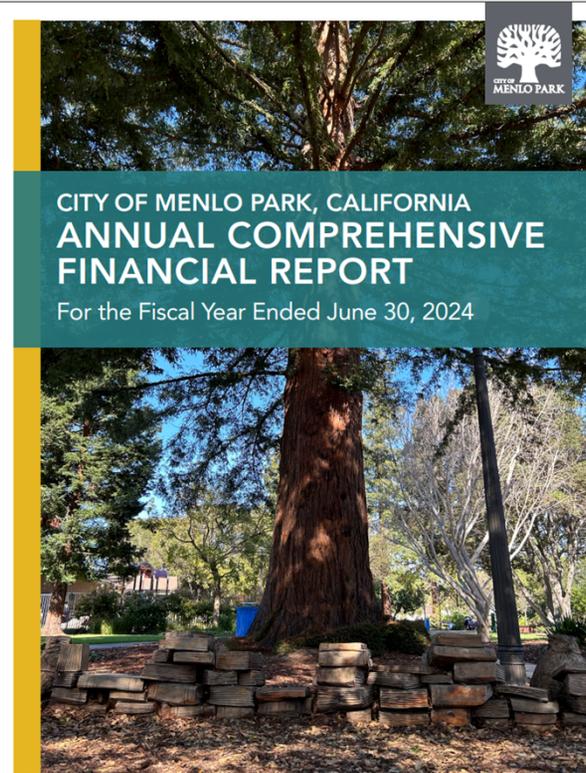
## ACFR OVERVIEW



1. Introductory Section
  - Transmittal Letter
2. Financial Section
  - Independent Auditor’s Report
  - Management’s Discussion and Analysis
  - Basic Financial Statements
  - Notes to the Basic Financial Statements
  - Required Supplementary Information
  - Supplementary Information
3. Statistical Section



## PRIOR YEAR ACFR RECEIVED GFOA AWARD



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**City of Menlo Park  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2024

*Christopher P. Morill*  
Executive Director/CEO





## INDEPENDENT AUDITORS' REPORT



- After reviewing the City’s financial statements, the Pun Group rendered an **unmodified or clean opinion** that the financial statements...  
“present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2025, and the respective changes in financial position, and, where applicable, cash flows thereof...”
- An unmodified or clean opinion is the most common and desirable opinion an auditor can render

The background of the slide is a photograph of a lush green landscape. In the foreground, a rustic wooden fence with vertical posts and horizontal rails runs across the frame. Beyond the fence, a grassy hillside rises towards a cloudy sky. In the distance, two small figures of people are visible on the hill. The overall scene is bright and natural.

# FINANCIAL REPORTING AND FUND ACCOUNTING BASICS



## BASIC FINANCIAL STATEMENTS



- Government-wide Financial Statements
  - Statement of Net Position
  - Statement of Activities
- Fund Financial Statements
  - Governmental Funds
  - Proprietary Funds
  - Fiduciary Funds
- Notes to the Financial Statements



## BASICS OF FUND ACCOUNTING



- Governments employ fund accounting and all funds are combined to create the City's total budget
- Funds are separate “pots of money” set up to track resources for specific purposes
- The source of money determines how it can be spent (i.e., whether it is restricted or unrestricted)
- Each fund is maintained individually with separate accounting

The background of the slide is a scenic photograph of a grassy hill. In the foreground, a wooden fence runs across the frame. In the distance, two people are visible on the hill. The sky is overcast. A teal banner is overlaid on the bottom half of the image, containing the section header.

# REVENUE AND EXPENDITURE

## OVERVIEW OF REVENUES AND EXPENDITURES



- Revenue categories
  - Taxes – Property tax, sales tax, transient occupancy tax
  - User fees / rates
  - Grants
- Expenditure categories
  - Current
    - Personnel – Wages, retirement, fringe benefits
    - Operating – Materials / supplies, professional services, utilities, internal service fund contributions, etc.
  - Capital outlay – Equipment purchases, construction costs, depreciation and amortization
  - Debt service – principal and interest, fiscal charges
  - Transfers to other funds

# OVERVIEW OF REVENUES AND EXPENDITURES



Revenue



Expenditure



Surplus  
increase in  
fund balance

Revenue



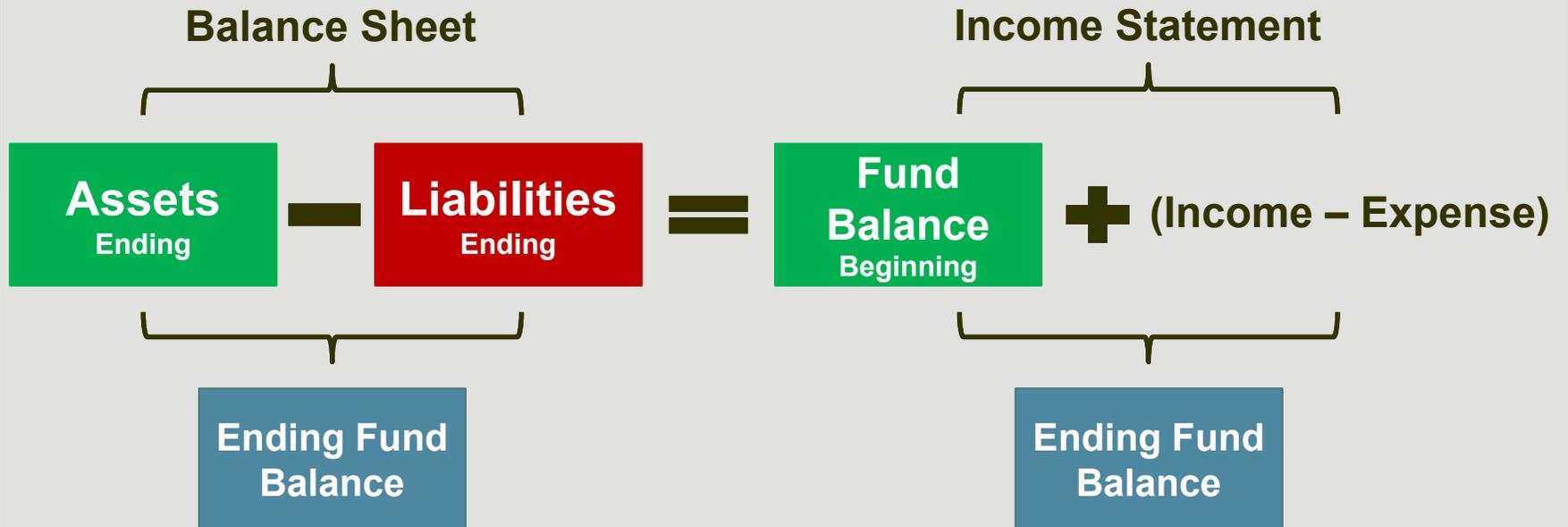
Expenditure



Deficit  
decrease in  
fund balance



# OVERVIEW OF REVENUES AND EXPENDITURES



The background of the slide is a scenic photograph of a grassy hill. In the foreground, a wooden fence with vertical posts and a dark top rail runs across the frame. In the middle ground, two people are standing on the grassy slope. The background shows more trees and a cloudy sky. A teal banner is overlaid on the bottom half of the image, containing the title text.

# CITYWIDE FINANCIAL OVERVIEW



## NET POSITION



- Overall indicator of the City's financial health across all funds
- Reflects the total revenues versus expenditures for the City
  - Includes increases in non-liquid assets and unrealized investment gains
  - Includes restricted revenues, such as special revenue sources
- Net position as of a single point in time
- As of June 30, 2025, the City's net position increased by \$16.1 million to \$613.2 million

## GASB 31 COMPLIANCE AND CORRECTION



- **GASB 31 Audit Correction**
  - The City transitioned to proportional allocation of interest and unrealized gain/loss based on cash balances for each fund, replacing a previous method that restricted earnings to only eight specific funds.
- **Prior Period Adjustments**
  - Restatements dating back to fiscal year 2021-22 resulted in a \$2.0 million reduction to General Fund, restating beginning fund balance from \$37.3 million to \$35.3 million.
- **Fiscal year 2024-25 Revenue Reduction**
  - Reduction of \$3.3 million in “Use of Money and Property” revenue (\$1.6 million interest income/\$1.7 million unrealized gains)
- **Fiscal Position**
  - These adjustments created \$1.6 million net deficit for fiscal year 2024-25, bringing the ending fund balance for General Fund to \$33.7 million



## GENERAL FUND



- As the City's primary operating fund, it is helpful to look at the health of the General Fund as well
- General Fund
  - \$ 82.5 million in revenues
  - \$ 84.1 million in expenditures
  - \$ 1.6 million decrease to the fund balance
- Fund Balance
  - Starting fund balance (restated): \$35.3 million
  - Ending fund balance: \$33.7 million



## FUND BALANCE OF THE GENERAL FUND

Category	Definition	Amount
<b>Nonspendable</b>	Items that are not able to be spent. Examples could include prepaid items, inventories, loans receivable, etc.	\$ 0.6 million
<b>Restricted</b>	Items that are subject to external legal restrictions. Examples could include debt covenants, grantors, other-governmental laws or regulations, etc.	--
<b>Committed</b>	Items that are constrained by governing body direction (i.e., by City Council resolution).  The City Council has established three reserves that fall into this category: Emergency contingency, economic stabilization and strategic pension funding.	\$ 25.9 million
<b>Assigned</b>	Items that are intended for a specific purpose. The City Council and the City Manager are authorized to assign fund balance. Examples could include debt service, special projects, etc.	\$ 1.3 million
<b>Unassigned</b>	The amount remaining that does not fall into one of the above categories.	\$ 5.8 million



## ONLINE ACCESS



Visit [www.menlopark.gov/acfr](http://www.menlopark.gov/acfr) to review the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2025



**THANK YOU**



# Consider and adopt the public meetings accessibility policy

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



## Policy background

- July 8, 2025 – City Council received informational item
- Dec. 16, 2025 – City Council provided direction on policy





## Policy context: Environmental Justice (EJ) Element

### ■ Aligns with EJ Element

#### - EJ2.G

- Transportation services to encourage attendance and accessibility to public meetings

#### - EJ7.D.3

- Conduct City Council and Commission meetings in underserved communities

#### - EJ7.D.8

- Incorporate multilingual outreach and offer interpretation services at public meetings





## Current practices included in proposed policy

- Transportation offered for select meetings (EJ2.G)
  - Annual City Council priority setting workshop
  - Annual budget public hearing
  - General Plan Elements
- Meetings at Belle Haven Community Campus (BHCC) (EJ7.D.3)
  - Two City Council meetings
  - One Commission meeting, per Commission
- Spanish interpretation provided (EJ7.D.8)
  - On public request
  - Used for key topics
- Translation of select materials (EJ7.D.8)
  - Police updates, Racial and Identity Profiling Act (RIPA) reports
  - General Plan items





## New items included in proposed policy City Council meetings only

- Transportation services upon request – pilot
  - 72-hour advance notice (online form or phone)
  - From Belle Haven neighborhood to Chambers OR
  - Chambers to BHCC
- Interpretation services – pilot
  - Virtual Spanish closed captioning for Zoom attendees
  - Online request form requiring the expectation of user
- Translation services
  - Web-based translation for other meeting materials
- Policy review





## Fiscal impact

- Approximately \$48,700 per calendar year
- Implementation begins upon adoption
  - Full implementation by July 2026
- Estimated costs:
  - Transportation: \$1,100
  - Interpretation: \$32,800
  - Translation: \$4,800
  - Web-based ADA and translation tool: \$10,000





## Staff recommendation

- Adopt the resolution approving the policy:
  - Transportation
    - Including pilot
  - Location
  - Interpretation
    - Including pilot
  - Translation





THANK YOU