



**CITY COUNCIL
COMMUNITY DEVELOPMENT AGENCY
MINUTES**

Tuesday, November 18, 2003

7:00 p.m.

**801 Laurel Street, Menlo Park, CA 94025
Menlo Park City Council Chamber**

6:00 p.m. STUDY SESSION (Menlo Park Recreation Center, 700 Alma Street, Room 112)

1. Review of Five-Year Capital Improvement Plan for Street Lights, Traffic Signals and Parking Plazas.

Kent Steffens, Public Works Director shared a slide presentation on the current stated of Street Lights, Traffic Signals and Parking Plazas. The Council asked questions about the expenditures associated with each segment of this Five-Year Capital Improvement Plan and how some prioritizing will occur.

7:00 p.m. REGULAR MEETING (Menlo Park City Council Chamber)

ROLL CALL - Jellins, Duboc, Collacchi, Kinney, Winkler

STAFF PRESENT - David Boesch, City Manager; William McClure, City Attorney; Audrey Seymour, Assistant City Manager; Silvia Vonderlinden, City Clerk. Various department heads and other City staff were present.

PLEDGE OF ALLEGIANCE

A. PRESENTATIONS AND PROCLAMATIONS

1. Proclamation to honor Don de la Pena on his retirement after 17 years of service to the City of Menlo Park.

Mayor Jellins and City Manager Boesch presented Don de la Pena, Director of Housing and Redevelopment, with a proclamation and a gift for his 17 years of service and dedication to the City of Menlo Park. The gift was a rendering of the Plaza that is being built in Belle Haven and it is a part of Mr. de la Pena's vision for that area. Mr. de la Pena accepted the proclamation and the gift, thanking the current Council and the former Councils for their dedication and service to the community in general. Mr. de la Pena thanked the residents from Belle Haven for their involvement and he appreciates being given the opportunity to work with them.

2. Presentation of Heritage Tree Awards.

Frank J. Carney, a member of the Environmental Quality Commission presented four awards to residents who have contributed to the survival and flourishing of certain trees in the City. They are:

- JoAnn Rogers for a Camphor tree at 5 Claremont Place;
- Janis Donaghy for the Silver Maple tree at 381 Felton Drive,
- Steve and Leslie Furney-Howe for the Bay Laurel tree at 130 Hanna Way,
- Ted and Rachel Tasch for the grove of Bay Laurel trees at 120 Hanna Way.

Some of the recipients were present and thanked the City Council for the awards and the recognition.

3. Proclamation for GIS Day in Menlo Park.

This proclamation was presented in absentia, and Mayor Jellins reiterated the important of Geographic Information Systems.

B. COMMISSION APPOINTMENTS AND REPORTS

1. Appointment to the Environmental Quality Commission to fill an un-expired term ending August 2004.

Mayor Jellins opened the floor for nominations:

Council Member Collacchi nominated Christina MacIntosh

Council Member Winkler nominated Robert Swezey

Mayor Jellins closed the nominations period.

Mayor Jellins asked for the vote on the nominations:

Nomination for Christina MacIntosh – Council Member Collacchi and Council Member Kinney voted in favor.

Nomination for Robert Swezey – Mayor Jellins, Mayor Pro Tem Duboc and Council Member Winkler voted in favor.

Robert Swezey was appointed to the Environmental Quality Commission to fill an un-expired term.

Mayor Pro Tem Duboc thanked the applicants for their interest, and she stated that all applicants were very qualified.

2. Council Member Reports.

Council Member Kinney informed the Council that he will be attending two meetings: one for the San Francisquito Creek JPA and one for BAWSCA and he will report back to Council.

Mayor Pro Tem Duboc asked that Assistant City Manager Seymour provide a brief description of the new rates for cable. Ms. Seymour stated that Comcast will be increasing its fees for the basic service by 5% and for other levels of service there were also increases.

C. PUBLIC COMMENT #1 (*Limited to 30 minutes*)

Pat White spoke in regard to the Arts Commission having excessive power over certain business interests. Mr. White believes that the Council needs to monitor this issue.

Laura Fecheti is an Arts Commissioner and she stated that the “Percent for Art” ordinance is the law that was voted in, and these are the guidelines for the City.

D. CONSENT CALENDAR

Consent Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Council, staff or public request specific items to be removed for separate action.

1. Introduction of an Ordinance adopting an amendment to the Redevelopment Plan for the Las Pulgas Community Development Project pursuant to Health and Safety Code Section 33333.6(e)(2) deleting the Debt Incurrence Time Limit and amending related Ordinances.
2. Adoption of a Resolution No. 5479 authorizing a budget amendment from the General Fund CIP fund balance in the amount of \$32,724 for a total project budget of \$107,724 for the Underground Fuel Tank Containment Improvement Project; award of contract to Petrotek Inc. in the amount of \$88,840; and authorization of a total budget of \$107,724 for construction, contingencies, engineering, testing, and construction administration.
3. Community Development Agency authorization of an agreement with David J. Powers & Associates, Inc., in the amount of \$28,555 for preparation of an Environmental Impact

Report for the Ivy Drive Streetscape Project and authorization of an increase in the Design Budget for the Project in the amount of \$48,000 and a revised total Design Budget of \$458,000 for Environmental Impact Report preparation, design, permit fees, administration and contingencies.

4. Acceptance of Work for the 2002-03 Sidewalk Repair Project.
5. Approval of Minutes for the City Council Meeting of October 7, 2003.

Council Member Kinney pulled Consent Calendar item D3.

M/S Duboc/Collacchi to approve consent items D1, D2, D4 and D5. Motion carries unanimously.

Discussion on item D3

Council Member Kinney asked about the EIR (Environmental Impact Report) for the Ivy Drive Plaza Project and if additional areas are going to be included. Mr. Boesch, City Manager stated that the EIR is to include surrounding areas. Mr. Kinney asked about the TIA Guidelines and how these might impact this project if they get changed. Mr. Boesch clarified this is a matter of timing and the Housing Element will require an analysis of this project.

M/S Kinney/Winkler to approve item D3. Motion carries unanimously.

E. PUBLIC HEARING

1. Appeal of the Environmental Quality Commission approval of a permit for removal of 15 Heritage Trees at Stanford Golf Course.

Dianne Dryer, Environmental Coordinator presented the staff report providing a history of the facts leading to this appeal. Ms. Dryer explained that the Environmental Quality Commission (EQC) approved unanimously the removal of the 15 trees in question, because Stanford Management Company has provided substantiation for their removal, and that there are no other feasible alternative. Stanford will plant 66 replacement trees. The appellant, Ms. Janet Davis is requesting that five trees not be taken down.

Council Member Winkler asked if Ms. Davis is a resident of Menlo Park. Ms. Dryer clarified that she is a resident of unincorporated Menlo Park.

Janet Davis thanked staff and all those involved in the process for their work. Ms. Davis said that while she is not a Menlo Park resident, she values the trees and hopes that she will be heard. Ms. Davis is appealing the cutting down of trees that are very large, and she believes it would be possible to save the trees because there is already a wide path. Ms. Davis does not believe the reasons given for the removal of the trees are plausible, and she believes other alternatives should be examined. Ms. Davis hopes that the Council will focus on this matter and save some of these trees because they are very precious. Ms. Davis thanked in particular Ms. Dianne Dryer for all her work and for caring for the trees.

Mayor Jellins opened the Public Hearing

Jim Inglis with Stanford University made himself available to answer Council questions, and stated that large drawings were also provided to better illustrate the point.

M/S Duboc/Jellins to close the Public Hearing. Motion carries unanimously.

M/S Duboc/Winkler to uphold the staff recommendation and deny the appeal. Motion carries unanimously.

Council Discussion

Council Member Kinney explained that in his opinion the proper channels had been followed and in the long run the City will get a larger number of green areas with this project so he will have to support the motion. Mr. Kinney thanked Ms. Davis for her efforts. Council Member

Collacchi asked Mr. Inglis, if it would be possible to accommodate the change requested by Ms. Davis or if it makes the golf course unplayable. Mr. Inglis stated that some of the branches of the trees get in the way of the sun and that will not help the growth of the grass.

Motion carries unanimously.

F. REGULAR BUSINESS

1. Appeal of a decision by the Planning Commission to approve a Use Permit to allow for a dog groomer, a tax consultant, and a Café to occupy three tenant spaces on a property that is non-conforming in regard to parking, located at 1923-1929 Menalto Avenue, subject to a one year limit on the Café.

Mayor Jellins explained that this item was a continuation of a previous meeting. Council Member Winkler recused herself because she lives close to the site.

Jeff Smith, Associate Planner presented the staff report explaining that the direction from Council included reviewing and limiting: hours of operation, number of seats and types of foods served at the café, prohibiting boarding at the dog groomer site, and including some type of pedestrian or bicycle facility at the site. These conditions have been included in the revised permit and they've been reviewed with the applicant, who is in agreement with them. Staff has also asked the neighborhood for comments and these were included in the staff report.

Council asked questions about the formal definition of café. Mr. Smith explained that the purpose of this café is for customers to come in and sit down but this excludes full meals. Mr. Smith also stated that customers might get coffee and leave. Council asked questions about the definition of "European style café" and staff clarified that this definition is not fully explained in the Code. Some Council Members brought up the fact that the boarding of animals is to be prohibited. Council asked about the alleyway, and legal counsel McClure clarified that the alleyway is co-owned by the adjacent property owners (to the centerline of the alleyway). Mr. McClure also explained how currently the co-owners are responsible for maintaining the alley, and if upgraded the commercial owners would have to co-pay for this expense.

Public Comment

Kevin Lanigan is Chairman of the Board of the Menlo Park Chamber of Commerce and he applauds the efforts of the Council for studying the facts relating to each project. Mr. Lanigan believes the Council should support this project because the message to prospective business owners is that it is not difficult to open a business in Menlo Park but instead that the City fosters new investment. Mr. Lanigan stated that menu items should not be City mandated and the permit has too many regulations while other cities might make it easier to open a business.

Tami Hamilton supports the grooming of pets at the site, and hopes that people value this because it is important for residents. Ms. Hamilton researched the matter of grooming and boarding animals and she could not find regulations on this matter.

Ellen McKinney agrees with the previous speaker and could not find regulations pertaining to the boarding of animals in the City of Menlo Park.

Russell Hitomi stated that there has been an increase in traffic due to more business. He shared concerns that the owner of the La Hacienda Market is succeeding to the detriment of the neighborhood. He does not have a problem with the pet grooming and the tax accountant sites, however he has a problem with the café because it will increase traffic in the neighborhood.

Kelly Fergusson believes that in this particular case all can be winners, and she is very encouraged that the Council will view this as an opportunity for various groups to come together and develop a vision that will benefit all. Ms. Fergusson is hoping that Council will consider taking away one particular spot in front of the café and possibly using that for a crosswalk, bike rack or even use it as a place for exterior tables.

Rebecca Wang lives in the surrounding area and is proud of Mr. Zelkin's collaborative efforts to get businesses in the area. Ms. Wang appreciates all the work that has gone into this matter and how everyone has been using their vision to find a good solution. She stated that this is a residential area with unique characteristics that demand certain conditions to help the residents maintain their level of satisfaction.

Anatole Zelkin spoke about the challenges of trying to find the right tenants for this site, and how sad it is to see his neighbors voice negative opinions. Mr. Zelkin thanked the Chamber of Commerce for its support and presence at this meeting. Mr. Zelkin said that after many meetings he tried to find the best possible use for this site, and he is hoping to make this a successful business that will benefit all.

Laurie Laprais agrees that she would like the business to be successful and also for the neighbors to be happy. Ms. Laprais stated that the sidewalk needs widening because it is too tight. Also there isn't enough space for a bench in front of the café. Ms. Laprais believes that a 4-year review that does not revoke the permit is a feasible option.

David Speer stated that a new paradigm is necessary, one that promotes dialogue between residents and business owners. Mr. Speer believes that this will have an effect on the neighbors so it is important to pay attention. Mr. Speer supports returning in a year and evaluating the state of affairs so that all parties can be satisfied.

Patrick Farris supports the efforts of Mr. Zelkin because it is hard to get good tenants in these economic times. He also believes that the commercial area needs to improve and the bike rack is a good idea. While he lives in Palo Alto he is very interested in seeing what happens in the Willows. Mr. Farris complimented Mr. Zelkin on finding good tenants and working with the community. Mr. Farris believes that adding parking spaces should be a priority.

Bob Hubbell is hopeful that the Council will find a compromise between residents and business owners. Mr. Hubbell believes that bike racks in front of the building is a good idea but still traffic will be a concern. He wants traffic improvements to be implemented now instead of waiting until 2004, and he commends Mr. Zelkin for his efforts. Mr. Hubbell would like seating to be included.

Diane Maricom supports Mr. Zelkin's efforts especially to develop that area in a way that enhances the neighborhood. However, Ms. Maricom has serious concerns about crime in that area because that area is a neighborhood and not a commercial area.

Ken Fuson lives very close to the area and he believes there is a lot of foot traffic, urination, and litter in the back of the alley. He has seen much drug paraphernalia and garbage, and he believes that the review process is important because it will maintain the area within a certain standard.

Mary B. Charland supports this project, and hopes that this project will be reviewed in one or two years. Ms. Charland comes from a family of business owners and she asked questions about the placement of certain equipment inside the proposed café.

Council Discussion

M/S Duboc/Jellins to approve the staff recommendation with some exceptions: delete condition I striking "European style café" and adding that beverages can be taken out.

Legal counsel McClure asked if this would apply to other areas where this reference is to be deleted? The maker of the motion confirmed. Mr. McClure stated that currently the permit allows beverages to be taken out. Legal counsel clarified that if the review steps were going to be incorporated into the permit, Council would have to clarify what steps or tools it would create to address an infraction if one occurred.

Mr. McClure stated that if the café is successful it might give rise to other challenges such as traffic, and safety and that the Council can review the use in a year without making it a part of the

permit, because this would limit Mr. Zelkin's ability to get tenants. Mr. McClure stated that this does not have to be a condition of the use permit, but may simply be direction from Council to have staff review the matter within one or two years.

Mr. Boesch stated that this is an involved neighborhood that will let the Council know if there are challenges. Mayor Pro Tem Duboc stated that this is a hard call because she doesn't want this time restriction to hinder getting the best possible tenant.

Mr. McClure suggested that Council decide on the appeal and within a year, 18 or 24 months have a neighborhood meeting to address the state of affairs. This community meeting could address the whole area i.e. traffic, safety, circulation, street improvements, success of the merchants, trash picking, and compliance with the conditions of approval.

Mayor Pro Tem Duboc agreed with the suggested approach and left the motion as is but with the understanding that the item will be reviewed at neighborhood meeting in the future.

Council Member Collacchi stated that this motion merges a compromise that seems reasonable and while he wants the businesses to be profitable he is aware that more activity generates impacts that will need to be addressed with time. Mayor Jellins agreed with Mr. Collacchi and found it impractical to impose a one-year limit on the use permit, however he agrees with having the review of the matter at a later time.

Motion carries unanimously with Council Member Winkler recused.

Council Member Kinney asked that the second portion of this matter (the neighborhood meeting) be further discussed. Mayor Jellins stated that this item would come back when staff is ready. Mr. Boesch stated that this item could come back when the Menalto streetscape goes out to bid, or if Council wished this could be discussed before. Mr. McClure stated that scoping this around the street improvements would be beneficial.

Council Member Winkler returned to the Council Chamber, and Mr. McClure stated that Ms. Winkler should not participate in any discussion.

Council Member Kinney would like to take a more integrated look at the area in question. Mr. Boesch stated that staff can come back with a suggestion on the best way to revisit the topic and maybe even at the priority setting session this could be addressed. Mayor Pro Tem Duboc asked that the Code Enforcement issues also be revisited at a later time.

Council took a recess for 5 minutes.

2. Discussion of the creation of a Neighborhood Traffic Management Program; and authorization of the City Manager to enter into an agreement in the amount of \$35,850 with Kimley-Horn and Associates, Inc. to develop the City of Menlo Park Neighborhood Traffic Management Program.

Jamal Rahimi, Transportation Manager explained why this plan is before Council and how this is a general plan mandate to develop and implement a residential traffic management program. Mr. Rahimi explained that the intent is to apply guidelines and procedures in a flexible manner, and this program will be modified as the City gains knowledge and experience with its various facets.

Council asked questions of Mr. Rahimi in regard to addressing traffic situations case by case versus formalizing an approach (template). Mr. Rahimi explained that this program would allow certain standards to be in place and certain pre-determined measures to address each case. He assured the Council that public outreach will always be part of the process but it will be clearer for staff and Council to make decisions.

Mayor Jellins asked Mr. Rahimi if he'd seen a letter from Ms. Barbara Hunter, and what was his professional response. Mr. Rahimi stated that he agreed with most points made in the letter

because that is the approach that it is being brought forth. One of the criticisms in the letter was that the Willows process was not all-inclusive, and staff's goal is to make it all encompassing.

Public Comment

Barbara Hunter thanked Mr. Rahimi for reading the letter and she stated that her point is that the city needs a traffic management program that covers the whole city and not just certain areas. Also Ms. Hunter believes that numerical data must come into play, and looked at to see how it affects whole neighborhoods. Ms. Hunter questioned the need for a traffic consultant.

Bob Creamer represents the West Menlo Homeowners Association and he supports a traffic management plan for the City. He opposes the current recommendation, because he believes that the program should not be reactive but instead deal with all traffic issues that affect the city in general.

Mary Gilles believes that a citywide traffic study needs to be conducted. She would like more traffic enforcement and more focus on solutions because it could be that in certain areas traffic is just not well directed like at Cambridge and El Camino Real.

Bob Hubbell thanked the Transportation staff for working with the Willows residents for the past year. Mr. Hubbell asks that Council go forward and implement the proposed plan and continue working towards getting a full traffic management program for the whole city. Mr. Hubbell would like the arterial streets to get more traffic, and hopes that the Willows continues to get attention.

Omar Kinaan supports a citywide plan because many people have raised their voices and expressed concerns. Mr. Kinaan stated that the Willows need to be addressed. While a citywide plan is being investigated Mr. Kinaan hopes the Willows won't be forgotten or missed.

David Speer supports Omar and Bob's comments. He also thanks the staff and the Council for addressing this matter via the General Plan. Mr. Speer believes that the Willows gets much traffic from outer areas such as Palo Alto, Stanford through their general use permit, and East Palo Alto. Mr. Speer believes that signs that demonstrate that this is a neighborhood, and slow down traffic signs are very important measures. Mr. Speer stated that the Willows residents have volunteered their time to work with staff to find solutions and they don't want to be forgotten.

Mayor Jellins offered the public an opportunity for more comment. There was none.

M/S Duboc/Winkler passed around the text of a motion that reads:

Move to accept staff recommendation to authorize the City Manager to enter into an agreement in the amount of \$35,850 with Kimley-Horn Associates, Inc. to develop the City of Menlo Park Neighborhood Traffic Management Program with the following stipulations:

- 1. Menlo Park must have a coherent statement of philosophy:**
 - a. Stable residential neighborhood traffic requires efficient arterial and collector traffic flow to minimize incentives to cut through residential neighborhoods. The first line of defense against neighborhood traffic problems is an efficient arterial and collector grid.**
 - b. Streets are a community resource. Denial of public access by closing streets is not a valid goal of the Neighborhood Traffic Management Program (NTMP) except in cases of over-riding safety concerns.**
 - c. The primary goal of the NTMP is to correct demonstrably unsafe conditions, with priority to locations with higher accident incidences.**
 - d. A secondary goal of NTMP is to provide residents of residential streets with protection and relief from disproportionate traffic increases. It is not the goal of the NTMP to modify traditional traffic patterns within a neighborhood or between neighborhoods.**

- e. Enumeration of rights of residents of a “project” street: right to safe and peaceful environment; right to a fair share of law enforcement resources; protection from disproportionate increases in undesirable traffic conditions.
 - f. Rights of residents of streets in vicinity of project streets; specified numerical limits to adverse consequences (traffic diversion, emergency vehicle delay as example) due to traffic controls on “project” streets. This includes limits on cumulative effects from multiple traffic calming projects.
 - g. Rights of public at large: equal right to access public streets free of hazardous devices designed to impede vehicular traffic.
2. Quantitative citywide system for prioritizing traffic calming requests based on accident statistics, volume and speed data (per Portland protocol). Specific numeric standards are all-important.
 3. Definition of affected residents to include not only residents of “project” street but all residents of side streets plus all streets likely to be adversely affected (diverted traffic, delayed emergency response) by traffic control measures.
 4. Verifiable numeric limits to diverted traffic and delayed emergency response (per Portland protocol).
 5. Petition to study: Should require supermajority of residents on “project” street as well as side streets within one block before initiating traffic study.
 6. Petition to test: Supermajority of all affected residents (as defined above) required before proceeding with installation.
 7. Ballot to make permanent: Supermajority of all affected residents (as defined above). This is done after 6-month trial period.
 8. Uniform standards for esthetics and the effect of traffic calming devices on neighborhood esthetics. This should include a policy regarding landscaping and maintenance thereof.
 9. Provision for formal participation of fire district and police department. This should include measurement of actual delays to emergency vehicles by various devices so that residents have data on which to base these decisions.
 10. Permanent installation: All projects must have Council review after all the above-stated steps have been completed.

Council Member Kinney stated that while Mayor Pro Tem Duboc has put a lot of time into this motion, it would be nice to have some time to digest this document. Council Member Collacchi stated that the motions content would come out of the study and the Council could then impose these principles. Mayor Pro Tem Duboc acknowledged that most of the content of the motion is from SOS. Council Member Collacchi asked if Mayor Pro Tem Duboc would consider softening the wording of the motion. Ms. Duboc said she could do that. Mayor Pro Tem Duboc reworded her motion to state, with some help from legal Counsel McClure:

M/S Duboc/Winkler motion to accept the staff recommendation to authorize the City Manager to enter into an agreement in the amount of \$35,850 with Kimley-Horn Associates, Inc. to develop the City of Menlo Park Neighborhood Traffic Management Program including but not limited to consideration of the following elements:

1. Menlo Park must have a coherent statement of philosophy:
 - a. Stable residential neighborhood traffic requires efficient arterial and collector traffic flow to minimize incentives to cut through residential neighborhoods. The first line of defense against neighborhood traffic problems is an efficient arterial and collector grid.
 - b. Streets are a community resource. Denial of public access by closing streets is not a valid goal of the Neighborhood Traffic Management Program (NTMP) except in cases of over-riding safety concerns.
 - c. The primary goal of the NTMP is to correct demonstrably unsafe conditions, with priority to locations with higher accident incidences.
 - d. A secondary goal of NTMP is to provide residents of residential streets with protection and relief from disproportionate traffic increases. It is not the goal

- of the NTMP to modify traditional traffic patterns within a neighborhood or between neighborhoods.
- e. Enumeration of rights of residents of a “project” street: right to safe and peaceful environment; right to a fair share of law enforcement resources; protection from disproportionate increases in undesirable traffic conditions.
 - f. Rights of residents of streets in vicinity of project streets; specified numerical limits to adverse consequences (traffic diversion, emergency vehicle delay as example) due to traffic controls on “project” streets. This includes limits on cumulative effects from multiple traffic calming projects.
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 9. Provision for formal participation of fire district and police department. This should include measurement of actual delays to emergency vehicles by various devices so that residents have data on which to base these decisions.
 10. Permanent installation: All projects must have Council review after all the above-stated steps have been completed.

Council Member Kinney stated that he did not have enough time to review this motion and consequently he will not be able to vote for it.

Council Member Collacchi added that prioritizing requests from the community to address problems is an important element, but Mayor Pro Tem Duboc stated that item #2 addresses that issue. Council Member Collacchi stated that arterials should be explained and a hierarchy defined.

Motion carries 4-0-1 with Council Member Kinney abstaining.

3. Approval of amended Transportation Impact Analysis Guidelines.

City Manager Boesh presented the staff report providing a brief history of this matter. Mr. Boesch stated that the Council subcommittee was also consulted on this matter and provided input. These revised guidelines include having Council provide more input at earlier stages of the process.

Council discussed the matter asking about number of trips generated and how these were computed. Mayor Jellins informed those present that he had met with Council Member Collacchi to discuss these recommendations. Mr. Collacchi is satisfied because these standards give some flexibility to staff.

M/S Jellins/Kinney to support the staff recommendation and the staff recommended language.

Mayor Pro Tem Duboc stated that she would like to make a friendly amendment directing staff to bring this item back in one year.

Mr. Boesch stated that this item will come back in roughly one year and then Council can analyze the status of progress.

Mayor Jellins and the second agreed with the friendly amendment.

Motion carries unanimously.

4. Consideration of state and federal legislative items or items referred to in Written Communications or Information Items, including decisions to support or oppose any such legislative, written communication or information item.

None

G. WRITTEN COMMUNICATION

1. Request by Trees for Menlo to consider reducing donation of \$50,000 by approximately \$3,300 for El Camino Real Trees Project – Phase II.

Council Member Kinney removed himself from the dais and addressed the Council as a resident of Menlo Park. Due to a conflict of interest Mr. Kinney did not participate in the discussion.

Chuck Kinney member of the steering committee for Trees for Menlo stated that to-date two successful phases of planting trees on El Camino Real had been completed. Mr. Kinney stated the phase II project was under budget and Trees for Menlo is asking that the City reduce by approximately \$3,300 the initial commitment by Trees for Menlo.

Mayor Jellins stated that the letter asks that the matter be agendaized to a later time.

M/S Duboc/Jellins to table this item until the budget workshop takes place in 2004.

Council discussed the matter and asked questions about the status of the work. Mr. Boesch responded to questions about the acceptance of the project and funds dispersed from the Capital Project account. Council Member Collacchi stated that he could support paying for it now.

Motion fails 2-2 with Collacchi and Winkler voting no, and Duboc and Jellins voting yes.

Council discussed the various options. Mayor Jellins stated that he needed more information.

M/S Winkler/Collacchi that staff come back with some information on the funding and background on the request so that Council can have more information. Item to come back as a consent calendar item. Motion carries unanimously with four votes (Council Member Kinney recused).

Council Member Kinney rejoins the Council at the dais.

H. INFORMATION ITEM

1. Roadmap to a successful partnership with City Boards and Commissions.

Mayor Jellins explained that a lot of the items on the Roadmap had already been implemented, however the appointment of certain Council Members as liaisons to Advisory Bodies may be taken up at a later time. Mayor Jellins acknowledged Assistant City Manager Seymour for all her work in interviewing the Council on this matter. Ms. Seymour thanked City

Clerk Vonderlinden for her contribution.

Mayor Jellins stated that he hopes most of the steps delineated in the Roadmap are implemented in the near future, and continued by future Councils so that better communication exists between the Council and its Advisory Bodies.

Mayor Pro Tem Duboc asked that the appointment of Council Members as liaisons to Advisory Bodies be placed on the Agenda. Council Member Kinney asked about the goals of various Commissions. Mayor Jellins referred to the section of the Roadmap that relates to Communication and Coordination in which the members of Commissions are encouraged to come up with their vision and then share it with Council.

Mayor Jellins thanked City Clerk Vonderlinden for implementing some of these measures.

I. PUBLIC COMMENT #2 (Limited to 30 minutes)

None

J. ADJOURNMENT – adjourned at 10:45 p.m. to a Special Meeting. This Special Meeting adjourned at 12:00 midnight with no reportable action.

Respectfully submitted

Silvia M. Vonderlinden

Approved at the City Council Meeting of January 13, 2004.