



CITY COUNCIL SPECIAL AND REGULAR MEETING AGENDA

Tuesday, September 24, 2013
6:00 P.M.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

6:00 P.M. CLOSED SESSION (1st floor Council Conference Room, Administration Building)

Public Comment on these items will be taken prior to adjourning to Closed Session

- CL1.** Closed Session pursuant to Government Code Section §54957:
Public Employee Performance Evaluation - City Manager

7:00 P.M. REGULAR SESSION

ROLL CALL – Carlton, Cline, Keith, Ohtaki, Mueller

PLEDGE OF ALLEGIANCE

REPORT FROM CLOSED SESSION

ANNOUNCEMENTS

A. PRESENTATIONS AND PROCLAMATIONS

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Library Commission quarterly report on the status of their two-year Work Plan

B2. Bike Commission quarterly report on the status of their two-year Work Plan

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

Under “Public Comment #1”, the public may address the Council on any subject not listed on the agenda and items listed under the Consent Calendar. Each speaker may address the Council once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Council cannot act on items not listed on the agenda and, therefore, the Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. CONSENT CALENDAR

- D1.** Authorize the Public Works Director to accept the work performed by C.F. Archibald Paving Inc. for the 2011-12 Street Resurfacing Project ([Staff report #13-154](#))
- D2.** Authorize the City Manager to execute agreements with the Peninsula Corridor Joint Powers Board for the operations and funding of the City's Shuttle Program for fiscal year 2013-2014 ([Staff Report #13-155](#))
- D3.** Reject the bids received for the El Camino Real Trees Phase III Project ([Staff report #13-156](#))
- D4.** Accept, file and direct staff to submit a Comment Letter for the Draft US 101/Willow Road Interchange Project Draft Environmental Document ([Staff Report #13-157](#))
- D5.** Accept minutes for the Council meetings of August 20 and August 27, 2013 ([Attachment](#))

E. PUBLIC HEARINGS – None

SS. STUDY SESSION

- SS1.** Overview of the process for creating the work program for the General Plan Update ([Staff report #13-160](#))

F. REGULAR BUSINESS

- F1.** Award a contract for the Police Department to purchase equipment: surveillance cameras and automated license plate readers (ALPR) ([Staff report #13-159](#))
- F2.** Request that Council approve a resolution changing City Council Policy CC-01-0004: Commissions/Committees Policy and Procedures and Roles and Responsibilities pertaining to the Housing Commission ([Staff report #13-158](#))
- F3.** Discuss and approve scheduling an additional City Council meeting in November 2013 to review and discuss the Specific Plan ([Attachment](#))
- F4.** Letter from Councilmember Keith to the San Mateo County Supervisorial District Lines Adjustment Committee ([Staff report #13-161](#))
- F5.** Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item: **None**

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

J. COUNCILMEMBER REPORTS

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

Under "Public Comment #2", the public if unable to address the Council on non-agenda items during Public Comment #1, may do so at this time. Each person is limited to three minutes. Please clearly state your name and address or jurisdiction in which you live.

L. ADJOURNMENT

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At every Regular Meeting of the City Council, in addition to the Public Comment period where the public shall have the right to address the City Council on the Consent Calendar and any matters of public interest not listed on the agenda, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during the Council's consideration of the item.

At every Special Meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during consideration of the item.

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: September 24, 2013
Staff Report #: 13-154

Agenda Item #: D-1

CONSENT CALENDAR: **Authorize the Public Works Director to Accept the Work Performed by C.F. Archibald Paving Inc. for the 2011-12 Street Resurfacing Project**

RECOMMENDATION

Authorize the Public Works Director to accept the work performed by C.F. Archibald, Inc. for the 2011-12 Street Resurfacing Project.

BACKGROUND

On May 22, 2012, the City Council awarded a contract for the 2011-12 Street Resurfacing Project to C.F. Archibald Paving, Inc. in the amount of \$3,167,991. The 2011-12 Street Resurfacing Project consisted of 2-inch asphalt overlay, 3-inch asphalt reconstruction, 4-inch deep-lift asphalt repairs, tree root asphalt damage repairs, and Americans with Disabilities Act (ADA) accessibility upgrades at street sections throughout the City. The initial contract included 71 street sections; however West Bay Sanitary District's (WBSD) requested the City defer improving Hedge Road and Oakhurst Place in order to avert street damage due to WBSD's future project on the same street sections. Staff was able to defer the work on those street sections. WBSD has completed this work and was within budget. Additional street sections were included in the project by using the alternate street funds as allocated, bid as optional work, to capitalize on the low bid unit prices.

The total mileage of City streets treated with 2-inch overlay and a 3-inch grind and overlay during this project was 9.9 miles including the alternate street sections. This project paved approximately 10% percent of the City's 98.6 miles of local City streets. Additionally, under this project, the Onetta Harris Community Center parking lot received 57,060 square feet of three inch mill and overlay treatment; the City downtown Parking Lots 7 and 8 received 3,460 square feet of 4-inch deep asphalt repairs; seven other street sections received approximately 16,225 square feet of 4-inch deep asphalt repairs; and full reconstruction of two storm inlets at Branner Drive.

ANALYSIS

The work for the 2011-12 Street Resurfacing Project has been completed in accordance with the plans and specifications. A notice of completion has been filed accordingly. The project was completed within the approved project budget.

IMPACT ON CITY RESOURCES

Construction Contract Budget

Construction contract	\$ 3,167,991
Alternate Streets	610,000
Contingency	<u>400,000</u>
Total Construction Budget	\$ 4,177,991

Construction Expenditures

Construction Contract	\$ 2,918,485
Alternate Streets	666,032
Contract Change Orders	<u>340,076</u>
Total Project Cost	\$ 3,924,593

The above expenditures are only costs associated with the construction contract with C.F. Archibald Paving, Inc.

Alternate street funds were used to add 10 additional street sections to the resurfacing project. Contingency funds were used to make repairs to structural failures of various street sections, repair base stabilization when unexpected subgrade conditions were encountered in the field and additional disposal costs. The project was completed within budget.

POLICY ISSUES

There are no policy issues associated with this action. The one-year construction warranty period starts upon City's acceptance of the work.

ENVIRONMENTAL REVIEW

The project was categorically exempt under Class I of the current State of California Environmental Quality Act Guidelines, and an exemption was filed with the County Recorder's Office.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

None

Report prepared by:
Rodolfo Ordoñez
Assistant Engineer

Fernando Bravo
Engineering Services Manager



PUBLIC WORKS DEPARTMENT

**Council Meeting Date: September 24, 2013
Staff Report #: 13-155**

Agenda Item #: D-2

CONSENT CALENDAR: **Authorize the City Manager to Execute Agreements with the Peninsula Corridor Joint Powers Board for the Operations and Funding of the City's Shuttle Program for Fiscal Year 2013-2014**

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute agreements with the Peninsula Corridor Joint Powers Board (JPB) for the operations and funding of the City's Shuttle Program for Fiscal Year 2013-2014.

BACKGROUND

The City of Menlo Park manages an extensive shuttle program that provides alternative transportation service to many residents, employees, and visitors. The program is primarily funded by generous grants provided by C/CAG, the JPB, and the Metropolitan Transportation Commission (MTC), via the San Mateo County Transit District. These funds are typically made available following the successful completion of a competitive application process, an executed agreement between parties, and a demonstrated adherence to the agreement details.

ANALYSIS

The Marsh Road, Willow Road, Midday and Shoppers' services are funded through a variety of funding sources, including grants from C/CAG, the JPB, Lifeline funds, and the City's Shuttle Developer Fee.

The allocation of all awarded grant fund amounts as well as the budgeted City fund amounts for Fiscal Year 2013-14 are shown in the following table.

Funding Source	Total	Budget Allocation by Shuttle for FY 2013-14			
		Midday	Marsh	Willow	Shoppers'
C/CAG grant	340,100	123,100	110,700	84,700	21,600
MTC "Lifeline"	68,000	68,000	-	-	-
JPB grant	67,000	-	37,000	30,000	-
Shuttle Development Fee	37,000	7,000	15,000	15,000	-
Measure A	16,000	-	-	-	16,000
Total:	528,100	198,100	162,700	129,700	37,600

IMPACT ON CITY RESOURCES

The total cost of the Shuttle Program for fiscal year 2013-14 is expected to be \$528,100. The City's share of the total cost is about 10 - percent or \$53,000. As shown in the preceding table, this amount will be funded in part by an annual shuttle development fee collected from large commercial developments and by a portion of the City's Measure A fund. The remaining 90 - percent (\$475,100) will be funded by the awarded grants following execution of the funding agreements.

POLICY ISSUES

This project is in line with several policies in the 1994 General Plan Circulation and Transportation Element. These policies seek to promote the use of public transit and to promote the use of alternatives to the single-occupant automobile.

ENVIRONMENTAL REVIEW

This proposed action is categorically exempt under the current California Environmental Quality Act Guidelines as this is a service already operated by the City.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

None

Report prepared by:
Debbie Helming
TSM Coordinator

Jesse T. Quirion
Transportation Manager



PUBLIC WORKS DEPARTMENT

Council Meeting Date: September 24, 2013
Staff Report #: 13-156

Agenda Item #: D-3

CONSENT CALENDAR: **Reject the Bids Received for the El Camino Real Trees Phase III Project**

RECOMMENDATION

Staff recommends that the City Council reject the bids received for the El Camino Real Trees Phase III Project.

BACKGROUND

The City has partnered with “Trees for Menlo” a nonprofit organization, in two previous phases of the El Camino Real Tree Project, which was initiated in May 1999. The project’s purpose is to improve the aesthetics and safety of El Camino Real by changing the barren traffic way of El Camino Real into a tree-lined boulevard of tall shaded trees that enhances the environment, invites walking, and revitalizes the downtown area. The trees planted are London Plane trees, which are also found along Santa Cruz Avenue. This type of tree was selected because its canopy at maturity will reach 40-45 feet, it is drought-tolerant and resistant to disease, it has a root system not conducive to up-lifting, and it can be shaped with branches 15 to 20 feet above the ground so that business signs and entrances are not blocked by the tree canopy.

In 2001, the first phase of the El Camino Real Tree Project was the planting of 99 trees from Oak Grove Avenue to Valparaiso Avenue in the median island and the sidewalk areas. In 2003, the second phase, 132 trees were installed in the median island and the sidewalks between Middle Avenue and the southern City limits.

ANALYSIS

Phase III of the El Camino Real Tree Project consists of planting 88 trees from Middle Avenue to Oak Grove Avenue. The project will install trees in both the median islands and sidewalks and it includes the installation of an irrigation system and tree grates where necessary. The project will remove some of the crepe myrtle trees and replace them with London Plane trees. The plans were developed by “Trees for Menlo”. The plans have been presented to the Environmental Quality Commission who supported the project. An encroachment permit has been issued by Caltrans.

Staff has met with property owners and businesses along El Camino Real to identify the best location to place the trees.

The City issued a "Notice to Contractors" inviting qualified contractors to submit construction bid proposals for the project by August 21, 2013. A total of two bids were received (Attachment A). Upon review of the submitted bids, staff determined that the lowest bid did not provide references and therefore staff was unable to determine if they were capable of performing the work. Staff reviewed the second lowest bidder and believes the bid was too high and therefore is recommending all bids be rejected. Staff further contacted two contractors who obtained plans and specifications and they both stated they were too busy to take on more work. Staff will meet with "Trees for Menlo" and determine the best time to rebid the project.

IMPACT ON CITY RESOURCES

Rejection of the bids has no impact on City resources. With the bid climate changing staff will evaluate if the budget of \$200,000 is sufficient for the project scope.

POLICY ISSUES

The recommendation does not represent any change to existing City policy.

ENVIRONMENTAL REVIEW

The project is categorically exempt under Class I of the current State of California Environmental Quality Act Guidelines, which allows minor alterations and replacement of existing facilities.

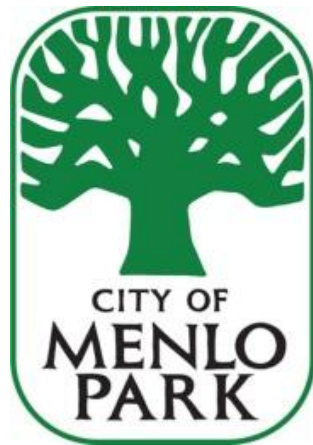
PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

A. Bid Summary

Report prepared by:
Ruben Niño
Assistant Public Works Director



**EL CAMINO TREES
PHASE III**

BID RESULTS

WEDNESDAY, AUGUST 21, 2013

	COMPANY	BID AMOUNT
1	Three Rivers Landscape Services	\$155,770
2	The Professional Tree Care Company	\$307,572

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: September 24, 2013
Staff Report #: 13-157

Agenda Item #: D-4

CONSENT CALENDAR: **Accept, File and Direct Staff to Submit a Comment Letter for the Draft US 101/Willow Road Interchange Project Draft Environmental Document**

RECOMMENDATION

Staff recommends that the City Council accept, file, and direct staff to submit a comment letter for the Draft US 101/Willow Interchange Project Environmental Document, dated August, 2013, to the California Department of Transportation.

BACKGROUND

The US 101/Willow Interchange Reconstruction Project (Project) is being led by Caltrans in partnership with San Mateo County Transportation Authority, City/County Association of Governments (C/CAG), East Palo Alto and Menlo Park. The Project is currently in the conceptual stages of design and environmental analysis. Traffic modeling and traffic operational analysis were completed in 2012 for the conceptual stages under two horizon year scenarios; 2020 "Opening Year" and 2040 "Design Year." The traffic operational analysis evaluated six alternative configurations for the interchange. The configurations were designed to minimize the overall traffic impacts to both the local streets and the freeway as well as improve all modes of transportation (vehicular, bicycle and pedestrian).

On May 7, 2013, staff presented to City Council project recommendations to include the Project Preferred Alternative 1B Modified Partial Cloverleaf (Attachment A) as the selected interchange design concept to be evaluated in the Environmental Analysis for the project. The City of Menlo Park City Council and East Palo Alto approved this recommendation as the project selected alternative to be included in the environmental analysis. Since this meeting, Caltrans has completed the project's Draft Environmental Analysis.

ANALYSIS

Staff received the project's Draft Environmental Document dated August, 2013 which was released for public comment. The public review comment period ends September

30, 2013 for the proposed Project Draft Initial Study with proposed Negative Declaration.

The complete Draft Initial Study with Proposed Negative Declaration has been posted to the Caltrans Website at the following link:

<http://www.dot.ca.gov/dist4/envirodocs/rt101willow/willowrdinterchangeDEDsigned.pdf>

Staff has completed its review of the environmental document and finds the project consistent with the “Project Need, Project Purpose,” and consistent with the City Council’s goals and objectives through the community engagement process. Staff’s comments are attached to this report as Attachment B.

The “Project Need” is to address short weaving segments between loop ramps along US 101 and Willow Road and to address all modes of transportation. These weaving maneuvers cause conflicts, safety concerns, reduced speeds, cause congestion and upstream queuing on US 101. Additionally, there are deficient bicycle and pedestrian facilities at this interchange.

The “Project Purpose” is to address the operational deficiencies of the interchange by eliminating the traffic weaves and to provide adequate storage on the off-ramps, improve operation of the interchange and as a result this will also improve the different modes of transportation and provide adequate bicycle and pedestrian facilities at the new interchange.

This project’s environmental phase is fully funded, and the project team has a very aggressive project schedule. The overall proposed schedule for this project is as follows:

Environmental Analysis (PA&ED)	Late 2013
Complete Design (PS&E)	Mid 2015
Advertise, Open Bid & Award	Late 2015
Start Construction	Early 2016
Project Completion	Early 2018

An open house/public meeting was held for the Project on September 12, 2013 at the East Palo Alto City Hall. Staff attended and participated in the open house. The meeting was attended by only a few members of the public, and none from the City of Menlo Park.

IMPACT ON CITY RESOURCES

This project is a regional project that will be added to the Menlo Park Capital Improvement Plan, and additional resources will be required to support this project. Staff is currently in the process of hiring a consultant to assist staff to support this project a grant provided by the San Mateo County Transportation Authority.

POLICY ISSUES

The project is consistent with the City of Menlo Park General Plan, Sections II-A-12 and II-D.

ENVIRONMENTAL REVIEW

The US 101/Willow Road Interchange Project CEQA environmental review will be completed by Caltrans.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. May 7, 2013 Staff Report
- B. City of Menlo Park Comments for US 101/Willow Interchange Initial Study Negative Declaration

Report prepared by:
Fernando G. Bravo
Engineering Services Manager

Jesse T. Quirion
Transportation Manager

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: May 7, 2013
Staff Report #: 13-075

Agenda Item #: F-1

REGULAR BUSINESS: **Provide Direction On The State Route 101/Willow Road Interchange Project Alternatives**

RECOMMENDATION

Staff recommends that the City Council receive the SR 101/Willow Interchange Project Alternative Report and provide direction to staff to include the Project Preferred Alternative 1B Modified Partial Cloverleaf (Attachment B) as the selected interchange design concept to be evaluated in the Environmental Analysis for this project.

BACKGROUND

The original SR 101/Willow Interchange was constructed in 1955. Willow Road is classified as a major arterial east of the SR 101/Willow Road interchange and a minor arterial west of the SR 101/Willow Road interchange. Approximately 30,000 vehicles per day travel on Willow Road between Middlefield Road and Bayfront Expressway. The existing interchange configuration in Figure 1 shows a “Four Quadrant Cloverleaf (Attachment A).”

Funding for the design and construction of the SR 101/Willow Road Interchange Project (The Project) is proposed to be funded by C/CAG’s Regional Improvements Program (RIP) and by Measure A funds, and was originally approved in the original Measure A Expenditure Plan in 1988 and extended in 2004 by voters of San Mateo County. A project study report was completed in 1989 and a Project Study Report-Project Development Report was completed in 2005. The project proposes to reconstruct the existing SR 101/Willow Road (SR 114) interchange to a partial cloverleaf or diamond interchange.

The Project is being led by Caltrans in partnership with San Mateo County Transportation Authority, C/CAG, East Palo Alto and Menlo Park. The Project is currently in the conceptual stages of design and environmental analysis. Traffic modeling and traffic operational analysis were completed in 2012 for the conceptual stages under two horizon year scenarios -2020 “Opening Year” and 2040 “Design Year.” The traffic operational analysis evaluated six alternative configurations for the interchange. The configurations were designed to minimize the overall traffic impacts to both the local streets and the freeway as well as improve all modes of transportation (vehicular, bicycle and pedestrian). The following Project Alternatives were evaluated:

1. Alternative 1A – Partial Cloverleaf
2. Alternative 1B – Condensed Partial Cloverleaf
3. Alternative 2 – Partial Cloverleaf with Auxiliary Lane
4. Alternative 3 – Partial Cloverleaf with Collector Distributor Road
5. Alternative 4A – Compact Diamond
6. Alternative 4B – Condensed Compact Diamond
7. Alternative 5 – Existing Four-Quadrant Cloverleaf (No Build)

The results of the analysis for the alternatives are shown in Table 1. Some of the alternatives could involve right-of-way impacts to adjacent property owners, while some of the alternatives minimize these impacts. The project impacts will be evaluated as part of the environmental analysis.

Table 1: Comparison of Project Alternatives

	Alternative 1A		Alternative 1B		Alternative 2		Alternative 3		Alternative 4A		Alternative 4B	
Construction Capital Cost(\$)	\$ 43.0 M		\$ 41.9 M		\$ 43.6 M		\$ 44.2 M		\$ 39.0 M		\$ 37.5 M	
Right of Way Capital Cost(\$)	\$ 11.8 M		\$ 0.6 M		\$ 4.8 M		\$ 7.2 M		\$ 4.5 M		\$ 0.7 M	
Geometry	Partial Cloverleaf		Condensed Partial cloverleaf		Partial Cloverleaf w/ Aux Lane		Partial Cloverleaf w/Collector Rd		Compact Diamond		Condensed Compact Diamond	
Right of Way												
Number of Parcels Affected	25		11		20		26		21		11	
Full Take Impacts (SQFT)	93,870		0		24,167		48,000		24,264		0	
Partial Take Impacts (SQFT)	35,142		3,013		21,014		33,291		19,325		4,293	
Traffic Operation												
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Overall Network VH Delay (Veh-hr)	15,629	16,681	15,552	16,836	15,464	17,481	16,510	21,529	16,503	16,500	16,754	16,003
N/B New Intersections LOS	D	C	E	C	D	C	E	C	E	D	E	D
S/B New Intersection LOS	C	C	C	C	C	C	D	C	F	D	F	D
Environmental Impacts	Great Surface Streets realignment & access modifications Possible Environmental Justice		Low No access modifications		Medium, some realignment & access modifications		Medium, some realignment & access modifications		Great Surface Streets realignment & access modifications Possible Environmental Justice		Low No access modifications	

On June 12, 2012, the City Council adopted Resolution 8062 in support of SR 101/Willow Road Interchange Project and secured funding in the amount of \$500,000 to assist the City during the environmental phase of the Project. Staff is currently in the process of hiring a consultant for this support. Staff will be completing a funding agreement with San Mateo County Transportation Authority for use of these funds.

The project alternatives were initially presented to the City Council at its regular meeting on October 9, 2012. At this meeting, Council gave direction to ensure all modes of travel are considered and incorporating evaluations of the feasibility of having a median bicycle lane on Willow Road though the interchange, similar to SR 101/3rd Avenue

interchange in San Mateo, and to evaluate the option of a separate bicycle/pedestrian bridge facility.

ANALYSIS

The “Project Need” is to address short weaving segments between loop ramps along SR 101 and Willow Road and to address all modes of transportation. These weaving conflicts cause safety concerns, reduce speed, cause back-ups, and create upstream queuing on 101. Additionally, there are deficient bicycle and pedestrian facilities at this interchange. The “Project Purpose” is to address the operational deficiencies of the interchange by eliminating the traffic weaves and to provide adequate storage on the off-ramps, improve operation of the interchange and as a result this will also improve the different modes of transportation and provide adequate bicycle and pedestrian facilities at the new interchange.

A scoping meeting and several community meetings have been held in both East Palo Alto and Menlo Park as follows:

- October 9, 2012 - City Council Presentation
- October 17, 2012 - Menlo Park Public Scoping Meeting
- October 24, 2012 - East Palo Alto Public Scoping Meeting
- November 29, 2012 - Presentation to Menlo Park Chamber-Transportation Committee
- March 6, 2013 - Joint East Palo Alto/Menlo Park Community Update Meeting
- March 11, 2013 & April 8, 2013 - Menlo Park Bicycle Commission
- March 13, 2013 - Transportation Commission

Comments and key points brought up during the public meetings included the following:

- Provide bicycle and pedestrian facilities
- Design for all 3 modes (Bicycle, Pedestrians, and Vehicles) of transportation
- Use alternatives 1B or 4B with the least residential housing impacts
- Use alternative 4B “Condensed Compact Diamond,” with signalized intersection for bicycle & pedestrian safety
- Use separate bicycle/pedestrian bridge next to the interchange (1 comment)
- Use alternatives 1A or 1B “Partial Cloverleaf”
- Do not use Alternative 1A (too much right-of-way impact)
- Separate Bicycle/pedestrian Bridge Facility
- Median Bicycle lane similar to SR 101/3rd Avenue Interchange in San Mateo

After receiving comments, the Caltrans project team evaluated three new possible options. The options evaluated included the following:

1. Alternative 1B Modified “Condensed Partial Cloverleaf”: This proposed new alternative is a variation between “Alternative 1B” and “Alternative 4B”, which are

shown for reference in Attachments C and D . This alternative is also consistent and in line with the need and purpose of the project by addressing the following:

- a. Improves overall operational benefits that are superior to all other Project Alternatives studied.
 - b. Minimizes overall right-of-way impacts from all other Project Alternatives.
 - c. Minimizes environmental impacts compared to from all other Project Alternatives.
 - d. Provides an improvement for the new signalized intersections in comparison to Project Alternative 4B which requires left turns for on-ramps at the signalized intersection that will increase delays on Willow Road.
 - e. Provides both Class I (off street bike path), and Class II (on street bike lanes) Bicycle/Pedestrian facilities on each side of the overcrossing design.
 - f. Provides a new configuration with squared Right Turns at Intersection crossing to reduce the bicycle/vehicle speed differential at these movements to improve safety.
2. Separate Bicycle/Pedestrian Bridge Facilities: This facility was evaluated, and is not being recommended at this time. Project Alternative 1B Modified, provides similar facilities and it accommodates this function within the project, without a significant increase in cost. A separate bicycle/pedestrian bridge would only be located on one side of the interchange, thus making it a longer travel distance for one direction or the other. Additionally, this option would create additional right-of-way impacts, privacy concerns, and is outside the project limit.
3. Median Bicycle Lane similar to 101/3rd Avenue Interchange in San Mateo: This option was studied, and is not a feasible option. The proposed recommended Alternative 1B Modified is a condensed partial cloverleaf in comparison with the 101/3rd Avenue Interchange which is a full cloverleaf interchange, which doesn't include any signalized intersections. This option would create a bicycle only intersection in the middle of the road at each off-ramp, which is non-standard and would create some safety concerns. It would also require additional right-of-way, and expansion the project limits to the intersections at Bay Road to the south, and Newbridge Street to the north, which is not within the project limits or scope.

The information above and the inclusion of the Alternative 1B modified as the main design concept were included in the presentations at a joint East Palo Alto/Menlo Park community meeting on March 6, 2013 and at the Transportation Commission, and Bicycle Commission meetings. The following is a summary of the meetings:

- The joint East Palo Alto/Menlo Park community outreach meeting was attended by about 30 participants from both East Palo Alto and Menlo Park. The meeting was an open house, and was accompanied by a project presentation, and questions and answer session. There was no opposition to the project, and appeared to be well received.

- The Transportation Commission generally supported the project and had no comments.
- The Bicycle Commission, recommended approval of a Project Alternative 1B Modified, “Condense Partial Cloverleaf” as shown in Figure 2 in Attachment A. This option was recommended in combination with a lane geometric configuration and a cross section that provides a Class I, and Class II bicycle lanes separated by medians, and a 10 feet sidewalk. This alternative is also shown in Figure 3 in Attachment A.

After the community outreach process was completed, an independent analysis of the project was performed by a team of engineers from Caltrans who have not been involved in the design of this project. The team included representatives from East Palo Alto, Menlo Park, and San Mateo County Transportation Authority. The value analysis was completed over several days from February 4th through 7th of 2013. The team assessed the elements of cost, performance, construction time, and risk as they relate to project value. Key performance attributes assessed included mainline operations, pedestrian/cyclist, operations, local operations, maintainability, construction impacts, and environmental impacts. Project Alternative 1B Modified was used as the baseline for the comparison. The value analysis team concluded that this proposed Project Alternative 1B Modified provides the best value.

This project’s environmental phase is fully funded, and the project team has a very aggressive project schedule. The overall anticipated schedule for this project is as follow:

- Environmental Analysis (PA&ED): Late 2013
- Complete Design (PS&E): Mid 2015
- Advertise, Open Bid & Award: Late 2015
- Start Construction: Early 2016
- Project Completion: Early 2018

IMPACT ON CITY RESOURCES

This project is a regional project that will be added to the Menlo Park Capital Improvement Plan, and additional resources will be required to support this project. Staff is currently in the process of hiring a consultant team to support this project.

POLICY ISSUES

The project is consistent with the City of Menlo Park General Plan, Sections II-A-12 and II-D.

ENVIRONMENTAL REVIEW

The US 101/Willow Road Interchange Project CEQA environmental review will be completed by Caltrans.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

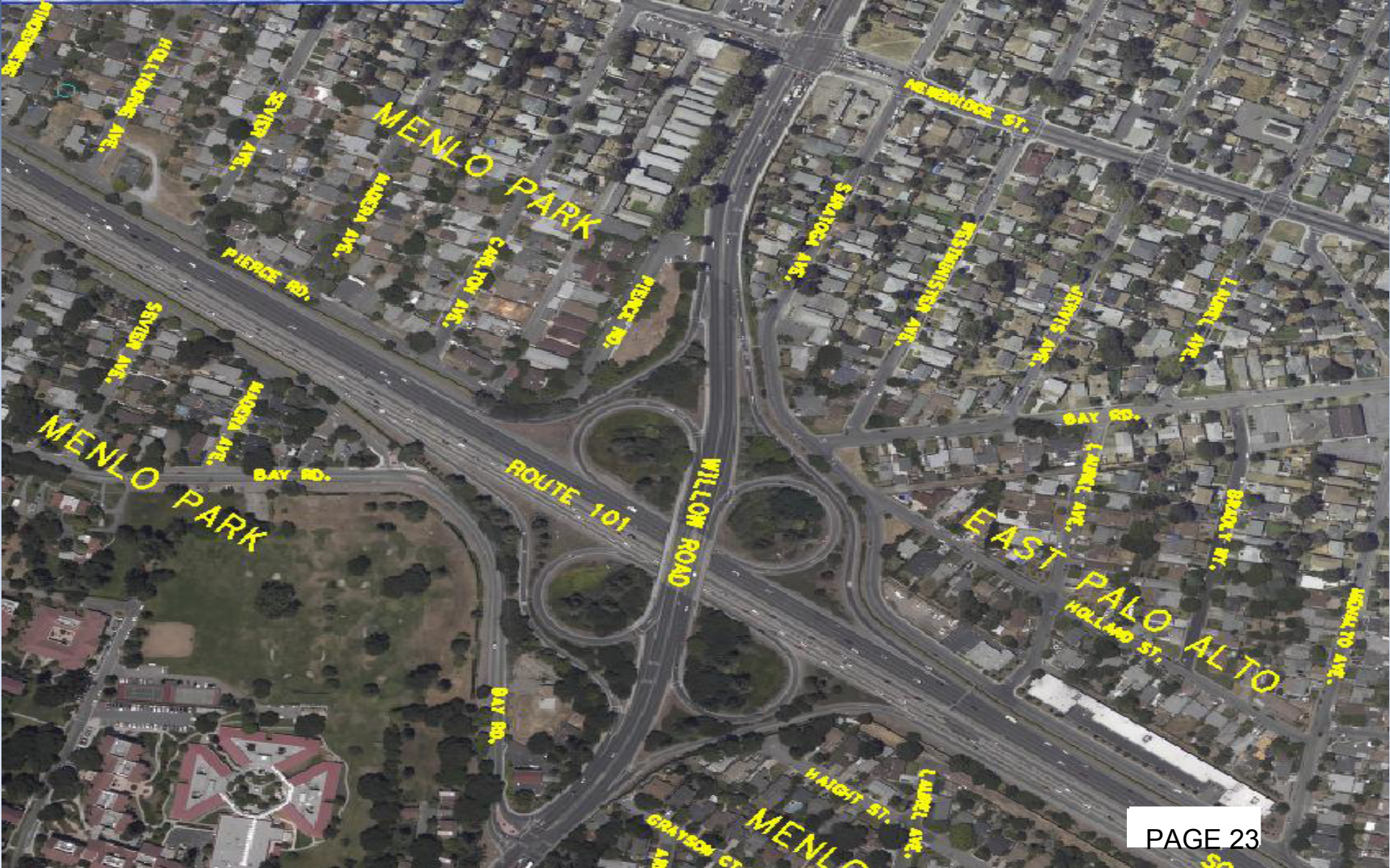
ATTACHMENTS

- A. Existing US 101/Willow Road Interchange
- B. US 101/Willow Road Alternative 1B Modified
- C. US 101/Willow Road Alternative 1B
- D. US 101/Willow Road Alternative 4B

Report prepared by:
Fernando G. Bravo,
Engineering Services Manager

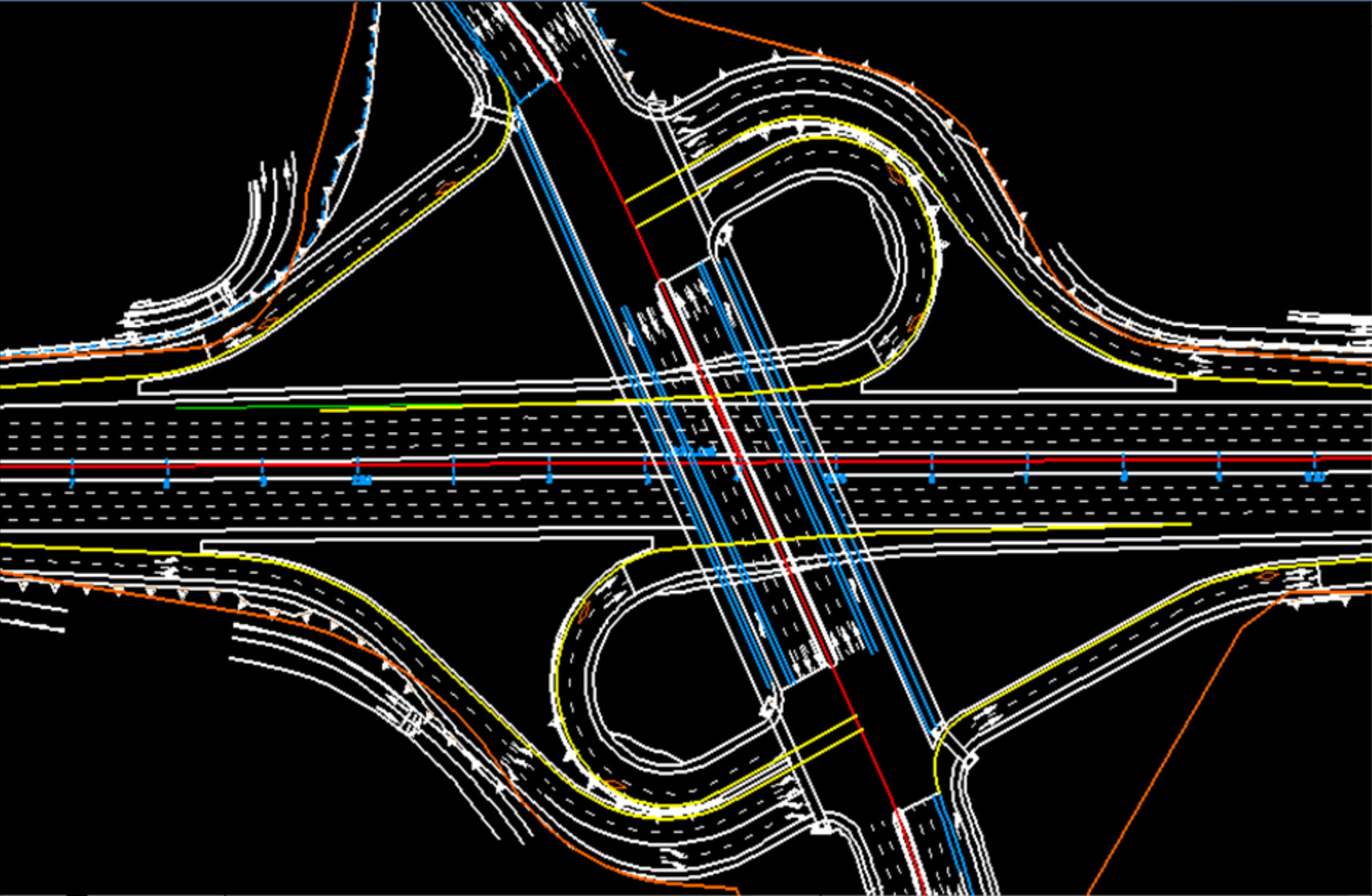
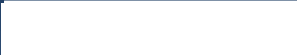
Charles W. Taylor,
Public Works Director

Existing US 101/Willow Road Interchange



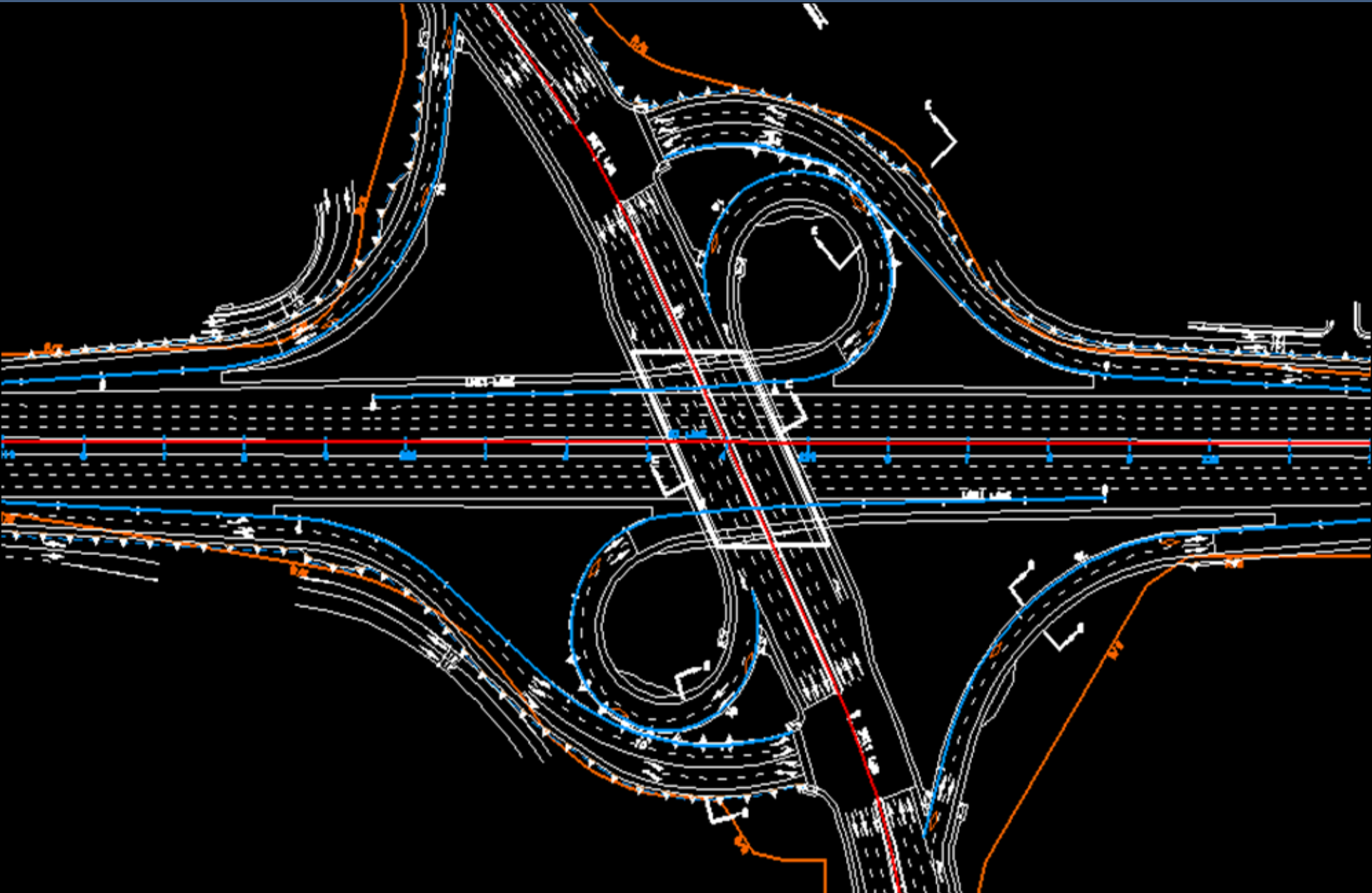
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US 101/Willow Road Alternative 1B Modified



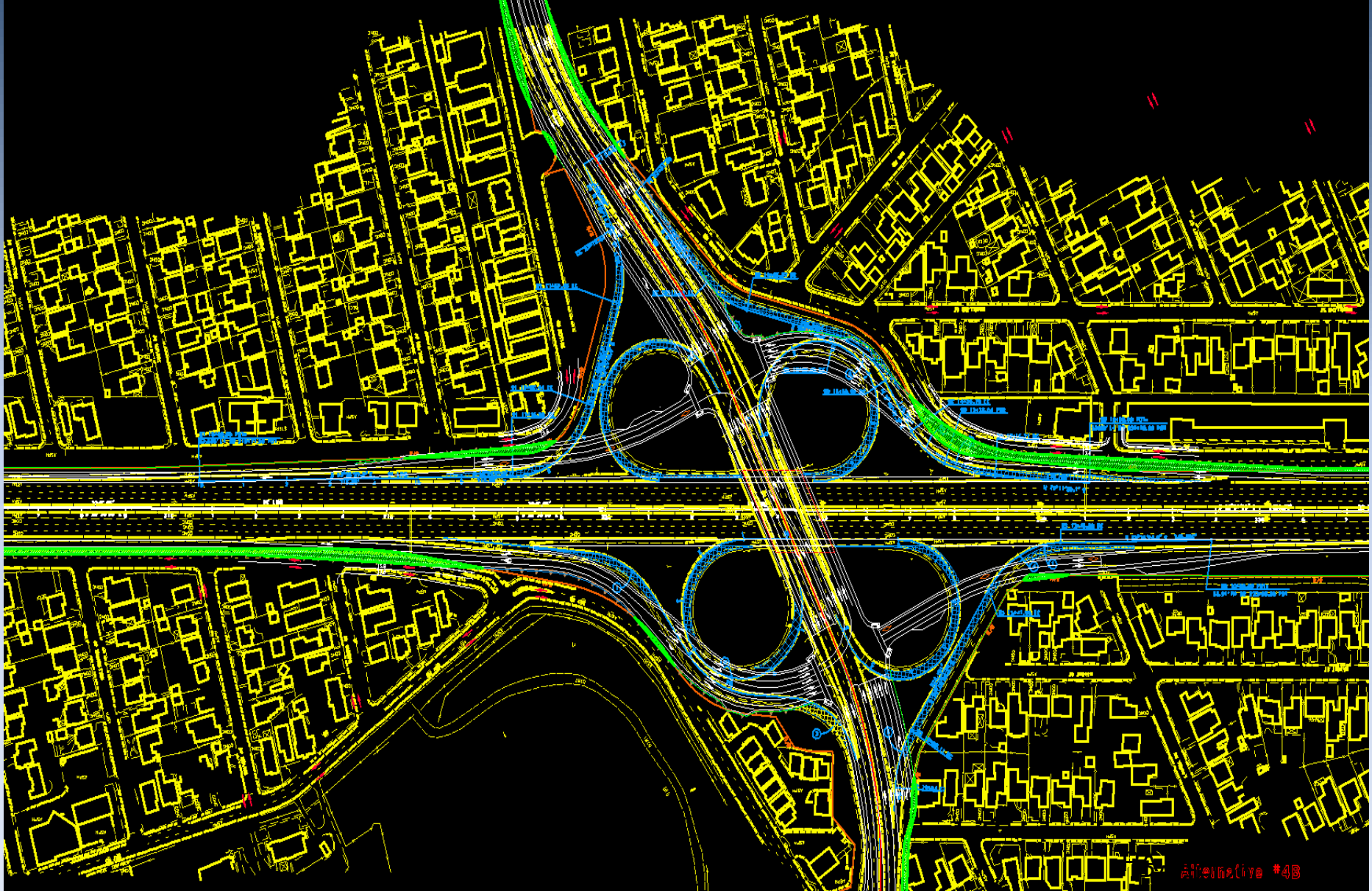
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US 101/Willow Road Alternative 1B



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US 101/Willow Road Alternative 4B



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Public Works Department

September 24, 2013

Yolanda Rivas, Environmental Branch Chief
Division of Environmental Planning & Engineering
California Department of Transportation
P.O. Box 23660
Oakland, CA 94623-060

Subject: US 101/Willow Interchange Reconstruction Draft Initial Study with Proposed Negative Declaration Dated August 2013 Comments

Dear Ms. Rivas,

The City of Menlo Park would like to thank you for the opportunity to review the draft environmental document for the US 101/Willow Interchange Reconstruction Project. The City also looks forward to continue to participate in the review as the design continues to move forward and will provide additional comments as the design details are more refined.

Based on the draft Initial Study with Proposed Negative Declaration, staff has found the Project consistent with the "Project Need & Project Purpose," and consistent with the City of Menlo Park Council's goals and objectives through the community engagement process, consistent with the Traffic Operation Analysis Report (TOAR) and draft Project Report and prior alternative/findings.

However, as staff was reviewing the document, staff has some comments as described below:

- Page 1, 1.1 Introduction, paragraph 2: "West of US 101, Willow Road is a local road in the city of Menlo Park." Please capitalize City for this and all other references to Menlo Park or East Palo Alto.
- Page 4-5, Existing Condition: Please provide headers for AM Peak Period and PM Peak Period Conditions to distinguish the sections and make it easier to follow.
- Page 9, 2nd paragraph, last sentence: "There is two fatality occurred on the study segment of U.S. 101 in the three year period with the resulting accident rate

*701 Laurel Street - Menlo Park, CA 94025
Phone: (650) 330-6740 - Fax: (650) 327-5497*

equal to the statewide average (0.004 accidents per MVM).” Please modify “There were two fatalities occurring on the study segment of U.S. 101....”

- Page 20 and 21: The City of Menlo Park Land Use and Circulation Elements of the General Plan were adopted in 1994, not 1992.
- Page 21, Local Plans/Programs, paragraph 1: “The gaps between the existing Class II bike lanes and the reconstructed overcrossing will remain undesignated, unless further decision is made in cooperation between the Department and cities of Menlo Park and East Palo Alto.” Please clarify what this means. Will the bicycle lanes on the overcrossing not be designated with signs/stencils?
- Page 21: The exhibits provided at the Open House show the need to “conform” to the intersection of Willow Road and Bay Road. The Willow Road and Bay Road intersection currently does not include crosswalks for pedestrians to cross Willow Road. As part of this interchange project, please examine the potential for pedestrians to cross Willow Road at this intersection along at least one of the two legs.
- Page 22: The document references the need for right-of-way acquisition of referenced in Table 6, but it does not explicitly reference the impacts to City of Menlo Park right-of-way such as the 1100 block of Willow Road, Pierce Road, Van Buren Road, and Bay Road. The project should not reduce the width of the City-owned rights-of-way in any way that would preclude future opportunities for bicycle and pedestrian improvements in this area.
- Page 23: Table 6 omits the need for partial acquisition of property with an Assessor’s Parcel Number 062-120-010, which is owned by the City of Menlo Park and located within the City of East Palo Alto.
- Page 24, Existing Public Transit. Please add all transit service along Willow Road to this section, including additional SamTrans routes (296, 397, SamTrans local routes, Line U, the Dumbarton Express and City of Menlo Park shuttle service.
- Page 31, Environmental Consequences / Public Transit: Please note other transit routes affected along Willow Road, per prior comment.
- Page 40 (Section 2.6 Visual/Aesthetics):
 - Please provide an estimate of the number of mature trees slated for removal in each quadrant of the proposed project.
 - In addition to the single visual simulation included in the document (eastbound Willow near Bay Road) and the second visual simulation provided at the open house (southbound US 101), it would be helpful if two additional visual simulations were included – one from northbound US 101 and one from westbound Willow Road near Newbridge Street.
 - The measures to avoid or mitigate a visual impact should explicitly reference consultation and coordination with City of Menlo Park and the City of East Palo Alto, especially on items such as decorative paving in the

medians, fence design, street lights, traffic signal mast arms, and landscape planting.

- Replacement trees should be planted at a 2:1 ratio. If space is limited within the project boundary, off-site tree plantings in the vicinity of the project site should be considered.

General: Given that the project straddles two communities, it would be beneficial if the plans and exhibits clearly delineate the boundary between the City of Menlo Park and the City of East Palo Alto. Through separate cover, we will provide an electronic file showing the boundary line, should project team needs this information.

If you have any questions or wish to discuss any of the City comments, please contact Jesse Quirion at (650) 330-6740.

Sincerely,

Fernando G. Bravo, P.E., CFM
Engineering Services Manager

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**CITY COUNCIL
SPECIAL AND REGULAR MEETING
DRAFT MINUTES**

Tuesday, August 20, 2013
6:00 P.M.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

6:00 P.M. CLOSED SESSION (1st floor Council Conference Room, Administration Building)

Public Comment on these items will be taken prior to adjourning to Closed Session

CL1. Closed Session pursuant to Government Code section 54957.6 to conference with labor negotiators regarding labor negotiations with the Police Sergeants Association (PSA), Police Officers Association (POA), American Federation of State, County and Municipal Employees (AFSCME), and Service Employees International Union (SEIU)

Attendees: Alex McIntyre, City Manager, Starla Jerome-Robinson, Assistant City Manager, Bill McClure, City Attorney, Gina Donnelly, Human Resources Director

CL2. Closed session pursuant to Government Code Section 54956.9(b)(1) to conference with legal counsel regarding potential litigation: 2 potential cases

7:00 P.M. REGULAR SESSION

ROLL CALL – Mayor Ohtaki called the meeting to order at 7:15 p.m. with all members present.

Mayor Ohtaki led the pledge of allegiance

REPORT FROM CLOSED SESSION

There are no actions to report from the closed sessions held earlier.

ANNOUNCEMENTS

Assistant City Manager Starla Jerome-Robinson introduced new Finance Director Drew Corbett.

A. PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation: National Honey Bee Day (*Attachment*)

Presentation by Gwyn Firth Murray, Menlo Park beekeeper ([Powerpoint](#)), and Chip Taylor, Public Works Director ([Powerpoint](#)).

A2. Presentation by the San Mateo County Health Department regarding the new health center in Redwood City

Presentation by Jonathan Mesinger, San Mateo County Medical Center Clinics Manager ([Powerpoint](#))

A3. Informational update from Sam Trans regarding the elimination of Bus Route 295

Presentation by Michael Eshelman, Sam Trans Operations Planner ([Powerpoint](#))

Public Comment:

- Patti Penning spoke regarding the need for public transit access along El Camino Real
- Chuck Kinney spoke regarding the need for mobility for the older, active population in Menlo Park

- Adina Levin inquired whether Sam Trans has reviewed Google transit information to determine connections between buses and Caltrain and the possible impact on ridership data.

Presentation by Rita Haskin, Sam Trans Office of Customer Service and Marketing, ([Powerpoint](#)), regarding the bus shelter program.

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Parks and Recreation Commission quarterly report on the status of their two-year Work Plan

James Cebrian, Commission Chair, gave the report

B2. Consider applicants for appointment to fill two vacancies on the Transportation Commission ([Staff report # 13-138](#))

Public Comment:

- Barbara Hunter read a letter from Julie Forbes urging the Council to appoint Michael Meyer and not to reappoint Penelope Huang
- Penelope Huang expressed to Council her desire to continue serving on the Commission

ACTION: Councilmember Keith nominated Michael Meyer, Councilmember Carlton nominated Camille Gonzalez Kennedy, Mayor Ohtaki nominated Jennifer Pollock, and Councilmember Cline nominated Penelope Huang.

ACTION: With a majority of votes, Michael Meyer is appointed (Carlton, Cline, Keith) and Penelope Huang is reappointed (Cline, Mueller, Ohtaki) to 4-year terms expiring April 2017.

Camille Kennedy received 2 votes (Carlton, Keith) and Jennifer Pollock received 2 votes (Ohtaki, Mueller).

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

- Susan Wright and Debbie Kranefuss spoke regarding Consent item D4 and energy efficiency projects through their organization Energy Watch. They thanked Council for their energy saving efforts.
- Elizabeth Houck spoke regarding process and urged the Council to review Specific Plan before moving forward with the Stanford Project (Note: Mayor Pro Tem was recused from hearing public comment on this item and exited the dias)
- Fran Dehn, Chamber of Commerce, announced that October 19th will be the 150th anniversary celebration of passenger rail service between San Francisco and Menlo Park. The event will take place from 11am – 3pm at the Menlo Park train station.

D. CONSENT CALENDAR

Councilmember Carlton requested item D1, *Adopt a resolution authorizing the installation of on-street parking restrictions on Hamilton Avenue, adjacent to the new Menlo Park Neighborhood Services Center*, be pulled from the Consent Calendar for further consideration. In the interest of time, Mayor Ohtaki deferred consideration of item D1 until later in the agenda.

- ### **D1. Adopt a resolution authorizing the installation of on-street parking restrictions on Hamilton Avenue, adjacent to the new Menlo Park Neighborhood Services Center**
- ([Staff report #13-130](#))

- D2.** Adopt **Resolution 6163** authorizing the installation of on-street parking restrictions on Olive Street at Santa Cruz Avenue ([Staff Report #13-136](#))
- D3.** Award a construction contract for the 2013 Sidewalk Trip Hazard Removal Project Phase 2 to Precision Emprise, Inc. in the amount of \$80,000, and authorize a total construction contract budget of \$110,000 for construction and contingencies ([Staff report #13-131](#))
- D4.** Adopt **Resolution 6164** appropriating \$462,233 from the General Fund CIP Fund balance for the Facility Energy Retrofit Project for a total budget of \$787,233 and authorize the City Manager to execute an agreement with Ecology Action for project management services ([Staff report #13-133](#))
- D5.** Amend the Bedwell Bayfront Park gas and flare operations and maintenance agreement with Gas Recovery Systems (Fortistar) for an additional three-year period ([Staff report #13-135](#))
- D6.** Accept minutes for the Council meeting of July 16th (*Attachment*)

ACTION: Motion/second (Cline/Keith) to approve all Consent Calendar items, except item D1, and with the amendment submitted to item D6, *Accept minutes for the Council meeting of July 16th*, passed unanimously.

E. PUBLIC HEARINGS – CONTINUED FROM JULY 16, 2013

- E1.** Consider adopting a resolution to abandon a portion of Louise Street and deny the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue; or deny the application to abandon a portion of Louise Street and approve the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue and authorize issuance of the encroachment permit ([Staff report #13-123](#))

Mayor Pro Tem Mueller is recused from hearing this item due to proximity of property to the subject location and exited the Council chambers at 8:34 p.m.

Staff presentation by Roger Storz, Senior Engineer ([Presentation](#)) regarding the location and orientation of the property and project, details of the abandonment, details of the encroachment permit and alternative resolutions for the Council to consider.

Mayor Ohtaki opened the Public Hearing.

Presentation by Michael Hubly, applicant for vacation and abandonment, highlighted the following points:

- The abandonment is consistent with the historical creation, intent and use of the land.
- The current encroachment permit request and associated plans are inappropriate. A driveway encroachment permit typically allows extension of a driveway a few feet across a right-of-way to a paved street. The request seeks to extend the driveway more than fifty feet across an unpaved right-of-way. A driveway on Louise Street is not necessary as there already exists one on Santa Cruz Avenue.
- The abandonment has been structured to provide for all constituents. Specific deed restrictions will prevent construction in the abandonment areas, all green space at the end of the street will be preserved, the City and utility company will retain any necessary easements and there will be pedestrian access for 1825 and 1833 Santa Cruz Avenue.

Presentation by Camas Steinmetz, on behalf of applicant for vacation and abandonment, highlighted the following points:

- 1825 Santa Cruz Avenue does not have legal access to Louise Street. There is no case law to support abutters rights.
- If 1825 Santa Cruz did have legal access, vacating the excess right-of-way would not rise to the level of adverse condemnation
- The vacation does not result in a giveaway of public land

Presentation by William Garrett and Sam Sinnott, on behalf of appellant for the denial of the encroachment permit, highlighted the following points:

- The appellant has abutters rights

Public Comment:

- Michael Hickey spoke in support of abandonment
- John CF Brock spoke in support of abandonment and read a statement from Michael Schwartz
- Louise Dederda spoke in support of abandonment
- Maryann Brock read a statement from Kiki Kapany in support of abandonment
- Mark Goldsmith spoke in support of abandonment
- Hilary Sinnott read a statement from Planning Commissioner Katherine Strehl
- John Michael Brock spoke in support of abandonment
- John Earnhart spoke in support of abandonment
- Carolyn Dorsch spoke in support of abandonment
- Robert Scheidtmann spoke in support of abandonment
- John Forsythe James spoke regarding his valuations of 1017 and 1024 Louise Street
- Joseph Carcione Jr. spoke regarding the enjoyment of living in Menlo Park and within each respective neighborhood
- Dick Poe spoke in favor of granting the encroachment permit
- Ron Klaize spoke in support of abandonment
- Jeff Klek expressed his concern regarding indemnification
- Matt Ackerman spoke in support of abandonment
- Katie Ferrick (not as a Planning Commissioner) spoke regarding neighborliness, orderly development and finding a solution that preserves all interests
- Vincent Bressler spoke in support of abandonment
- Elias Blawie spoke in support of abandonment
- Sam Perry spoke in support of abandonment

ACTION: Motion/second (Cline/Keith) to close the public hearing passes (4-0-1; Mueller recused)

City Attorney McClure clarified that declarations under penalty of perjury have been submitted by both sides regarding title of property.

In response to Councilmember Keith, City Attorney McClure stated there are no statutory abutters rights to the 1620 Louise Street property. There is no case law that is directly on point for the current circumstances.

Councilmember Keith stated that neighbors need to respect one another. She stated that in her research and analysis of the legal issues she concluded that the appellant, Mr. Sinnott, does not have legal rights to the property. Furthermore, she stated that indemnity is important and if the City is sued, taxpayers should not have to pay.

In response to Councilmember Cline and Councilmember Carlton, City Attorney McClure stated that the abandoned area does not add floor area to the property. Once abandoned, the land

cannot be sold off or developed as an independent parcel. He stated that each vacation and abandonment case is examined separately and he briefly described several cases that have come before the Council in the past. He briefly discussed the encroachment permit process in general. He stated that this situation is unique and granting the driveway encroachment permit in this instance should not set a precedent for future landowners to do the same. Regarding property on the other side, City Attorney McClure stated there is no dispute as to ownership and that the Comers own it.

Furthermore, he stated that indemnity language is a standard provision in use permits, variances and most discretionary permit applications because when the City grants a request where the applicant benefits, the applicant should indemnify, defend and hold the City harmless. Indemnification includes damages. Indemnification will not cost taxpayers. If a lawsuit is filed and the City and other parties are named, one attorney would represent all defendants, the City Attorney's involvement would be minimal.

Council member Carlton thanked staff for a balanced report.

Mayor Ohtaki was hopeful for a settlement and respects the position of both sides. In the absence of a settlement, he does not have a conclusive position regarding abutters rights. From a policy and General Plan standpoint, wants to see front of the property from Santa Cruz Avenue, and not backwards. He stated that abandonment makes sense.

Councilmember Keith requested to see the indemnity agreement. City Attorney McClure summarized the indemnity language. She thanked staff for their work and appreciates staff reports with options.

ACTION: Motion/second (Keith/Cline) to adopt **Resolution 6165** to abandon a portion of Louise Street and deny the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue subject to completion of conditions outlined on pages 90 and 91 of the staff report as follows:

- (1) The adjacent property owners of 1017 Louise Street and 1024 Louise Street shall each record a Deed Restriction for Open Space against the abandoned portion of Louise Street that reverts to their respective ownership, ensuring that the abandoned area will continue to remain as dedicated open space for the aesthetic benefit of the neighborhood. Furthermore, for the clarity of future property owners, said deed restrictions will document the lot line determinations and restrict the Floor Area Limit (FAL) calculation to the net lot size (excluding the abandoned areas).
- (2) The adjacent property owners of 1017 Louise Street shall record a Pedestrian Access Easement against the abandoned portion of Louise Street, ensuring that the property owners of 1833 Santa Cruz Avenue continue to enjoy pedestrian access to Louise Street from their property. The Pedestrian Access Easement shall be granted for the benefit of the property located at 1833 Santa Cruz Avenue, providing a pathway a minimum of 5 feet in width between the property at 1833 Santa Cruz Avenue and the new right-of-way boundary at the terminus of Louise Street. The owners of 1017 Louise Street will work with the owners of 1833 Santa Cruz Avenue to create an easement acceptable to all parties, with the Public Works Director and City Attorney having final approval of said easement. The approval of said easement shall not be appealable.
- (3) The adjacent property owners of 1024 Louise Street shall record a Pedestrian Access Easement against the abandoned portion of Louise Street, ensuring that the property owners of 1825 Santa Cruz Avenue continue to enjoy pedestrian access to Louise Street from their property. The Pedestrian Access Easement shall be granted for the benefit of the property located at 1825 Santa Cruz Avenue, providing a pathway a minimum of 5 feet in width between the property at 1825 Santa Cruz Avenue and the new right-of-way

boundary at the terminus of Louise Street. The owners of 1024 Louise Street will work with the owners of 1825 Santa Cruz Avenue to create an easement acceptable to all parties, with the Public Works Director and City Attorney having final approval of said easement. The approval of said easement shall not be appealable.

In addition, recordation of a quitclaim from the Richter heirs and the Barbieri heirs. The motion passed (4-0-1; Mueller recused).

At 11:00 p.m., Mayor Pro Tem Mueller returned to the Council chambers.

F. REGULAR BUSINESS

F1. Accept the Belle Haven Neighborhood Action Plan and approve the development of a Request for Proposals for completion of the Action Plan items, allocate and appropriate a budget for the implementation of the Action Plan, and authorize the City Manager to exceed the \$50,000 purchase limit if needed to contract for consultants selected to perform the specified work in the Action Plan ([Staff Report #13-141](#))
Staff presentation by Derek Schweigart, Assistant Community Services Director ([Presentation](#)).

Public Comment:

- Angelica Tellechea, Community School Supervisor, summarized some activities and accomplishments
- Luis Archundia spoke in favor of the Action Plan and stated that he would like to see more opportunities and access within the Menlo Park City School District
- Ana Adriano thanked those who worked on the Action Plan and urged the Council to accept the Plan. She expressed concern regarding trash and lack of trees.
- David Gross spoke regarding the disparity between Belle Haven and the rest of the City and specifically in the area of education.
- Eva Cuffy stated that there is leadership within the Belle Haven community and consultants are not needed. The community is ready to work, what is needed is resources.
- Carolyn Clarke stated that there are many skilled residents in Belle Haven that are ready to move forward with action.

In response to Councilmember Cline regarding metrics, City McIntyre agreed that metrics are important and actions will be small at first. One of the goals is to galvanize the Belle Haven community and build its sense of pride. Many of the metrics are anecdotal and will be hard to measure.

In response to Councilmember Keith, D. Schweigart discussed the mini grant program and Community Services Director Cherise Brandell clarified proposed services for streamlining processes. Councilmember Keith concurred that some metrics should be established.

Councilmember Mueller discussed district elections.

Councilmember Carlton and Mayor Ohtaki concurred regarding metrics and timelines. Mayor Ohtaki supports more trees and landscaping in Belle Haven, transferring knowledge internally and mobilizing community members to carry out work, and to consider a joint venture between the Menlo Park City School District and Ravenswood School District.

ACTION: Motion/second (Cline/Carlton) to accept the Belle Haven Neighborhood Action Plan and approve the development of a Request for Proposals for completion of the Action Plan items, allocate and appropriate a budget for the implementation of the Action Plan, and authorize the City Manager to exceed the \$50,000 purchase limit if needed to contract for

consultants selected to perform the specified work in the Action Plan, with a friendly amendment to provide an update with a Plan in six months passes unanimously.

- F2.** Authorize the City Manager to execute a 5-year agreement not-to-exceed \$335,000 annually with Redflex Traffic Systems, Inc. for a photo red light enforcement program, authorize an additional red light camera at Bayfront Expressway and Chilco Street, and increase the red light camera facilitator position from 0.75 FTE to 1.0 FTE
([Staff report #13-140](#))

Commander Dave Bertini introduced the item. Staff presentation by Sergeant Sharon Kaufman ([Presentation](#)).

Public Comment:

- Jim Lissner spoke in opposition to red light cameras and discussed data
- Roger Jones spoke in opposition to red light cameras and discussed data
- Benjamin Huang spoke in opposition to renewing the contract with Redflex
- Elias Blawie spoke in opposition to red light cameras and discussed data

In response to Mayor Pro Tem Mueller, Ray Torres, Redflex Account Manager, responded to questions regarding the security of the video data.

ACTION: At 12:55 a.m., this item is continued to the August 27, 2013 Council meeting

- F3.** Consider approval of the terms of an agreement between the City of Menlo Park and the Menlo Park Police Sergeants' Association ([Staff report #13-137](#))

Public Comment:

- Elias Blawie stated that budget and contract decisions should be based on total compensation and that this information should be made available on a regular basis

ACTION: At 12:55 a.m., in the interest of time, this item is continued to the August 27, 2013 Council meeting

- F4.** Select a voting delegate and alternate to the League of California Cities Annual Conference and provide direction to the voting delegate related to the resolutions to be voted on at the League of California Cities Annual Conference ([Staff Report #13-139](#))

ACTION: At 12:55 a.m., in the interest of time, this item is continued to the August 27, 2013 Council meeting

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

In the interest of time, all the Informational Items and Consent item D1 are continued to the August 27, 2013 Council meeting.

- I1.** Quarterly Financial Review of General Fund Operations as June 30, 2013
([Staff report #13-143](#))
- I2.** Review of the City's Investment Portfolio as of June 30, 2013 ([Staff report #13-142](#))
- I3.** Office of Economic Development Quarterly Update ([Staff report #13-144](#))
- I4.** Update on City Council goals ([Staff report #13-145](#))

J. COUNCILMEMBER REPORTS

K. PUBLIC COMMENT #2

There was no public comment.

L. ADJOURNMENT at 12:58 a.m., August 21, 2013.

Pamela Aguilar
Acting City Clerk

DRAFT



**CITY COUNCIL
SPECIAL AND REGULAR MEETING
DRAFT MINUTES**

**Tuesday, August 27, 2013
5:30 P.M.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers**

5:30 P.M. CLOSED SESSION (1st floor Council Conference Room, Administration Building)

Mayor Ohtaki called the Closed Session to order at 5:47 p.m. with all members present.

There was no one from the public present to make public comment.

CL1. Closed Session pursuant to Government Code section 54957.6 to conference with labor negotiators regarding labor negotiations with the Police Sergeants Association (PSA), Police Officers Association (POA), American Federation of State, County and Municipal Employees (AFSCME), and Service Employees International Union (SEIU)

Attendees: Alex McIntyre, City Manager, Starla Jerome-Robinson, Assistant City Manager, Bill McClure, City Attorney, Gina Donnelly, Human Resources Director

Adjourned at 6:55 p.m. to the Regular Session in the Council Chambers

7:00 P.M. REGULAR SESSION

ROLL CALL – Mayor Ohtaki called the meeting to order at 7:07 p.m. with all members present.

Mayor Ohtaki led the pledge of allegiance.

REPORT FROM CLOSED SESSION

There is no report from the Closed Session held earlier.

ANNOUNCEMENTS

Mayor Ohtaki announced that Supervisor Warren Slocum will hold a public forum at Café Zoe on September 4th.

A. PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation: Sister City Friendship Agreement with Galway, Ireland ([Attachment](#))

Public Comment:

- Fran Dehn provided a brief summary of the two Menlos ([Presentation](#))

ACTION: Motion/second (Keith/Cline) to proceed with the Friendship Agreement as amended passes unanimously.

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Transportation Commission quarterly report on the status of their two-year Work Plan ([Attachment](#))

Bianca Walser, Commission Chair, provided a report.

Public Comment:

- Adina Levin spoke regarding the TMA

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

- Elizabeth Houck spoke regarding the need to review the Specific Plan

*Mayor Pro Tem Mueller exited the dias at 7:24 pm due to a conflict of interest regarding the subject of the speaker's public comment.

Mayor Pro Tem Mueller returned to the dias at 7:28 p.m.

D. CONSENT CALENDAR

D1. Adopt **Resolution 6166** authorizing the installation of on-street parking restrictions on Hamilton Avenue, adjacent to the new Menlo Park Neighborhood Services Center
([Staff report #13-130](#)) **Continued from the August 20, 2013 Council meeting.**

D2. Approve the response to the San Mateo Grand Jury Report "South Bay Waste Management Authority Board: Elected Officials or Senior Management Level Staff"
([Staff report #13-148](#))

D3. Approve the re-installation of shared lane markings within the center area of the travel lane on Menlo Avenue between El Camino Real and University Drive and on University Drive between Santa Cruz Avenue and Oak Lane and authorize staff to seek approval from the California Traffic Control Devices Committee for the installation of green backed shared lane markings ([Staff Report #13-149](#))

D4. Adopt **Resolution 6167** supporting the Ravenswood Avenue Grade Separation Analysis Project and submitting an application for Measure A Grade Separation Program Funding
([Staff Report #13-151](#))

D5. Approve **Resolution 6168** authorizing the annual destruction of records
([Staff Report #13-147](#))

D6. Accept minutes for the Council meeting of August 19, 2013 ([Attachment](#))

ACTION: Motion and second (Cline/Keith) to approve the Consent Calendar passes unanimously.

E. PUBLIC HEARINGS – None

F. REGULAR BUSINESS

F1. Authorize the City Manager to execute a 5-year agreement not-to-exceed \$335,000 annually with Redflex Traffic Systems, Inc. for a photo red light enforcement program, authorize an additional red light camera at Bayfront Expressway and Chilco Street, and increase the red light camera facilitator position from 0.75 FTE to 1.0 FTE
([Staff report #13-140](#)) **Continued from the August 20, 2013 Council meeting.**

Commander Dave Bertini introduced the item and Sargent Sharon Kaufman provided additional information regarding right-turn violations and the bid process.

City Attorney McClure and Redflex Account Manager Ray Torres clarified and responded to questions regarding options for terminating a contract.

Public Comment:

- Adina Levin spoke regarding right-on-red violations
- Andrew Boone spoke regarding a study by the Insurances for Auto Safety as a good data reference
- Stu Soffer stated that violation of the red light camera at Chilco imposes a tax on the Belle Haven area
- Roland Kelly spoke against the revenue system from red light cameras and regarding right-turn violations and safety

Councilmember Carlton requested Council delay taking action in order to conduct further research.

ACTION: Motion and second (Keith/Mueller) with a friendly amendment for a privacy policy that requires that the data for non-violations be maintained for 30 days, data for violations be maintained for the duration of proceedings, data can only be released to another law enforcement agency by court ordered subpoena and only pursuant to a criminal investigation and a second amendment that once amortization expires, the vote returns to 3/5 if the City elects to terminate contract, passes 4-1 (Carlton dissents).

F2. Consider approval of the terms of an agreement between the City of Menlo Park and the Menlo Park Police Sergeants' Association ([Staff report #13-137](#)) **Continued from the August 20, 2013 Council meeting.**

Gina Donnelly, Human Resources Director, introduced the item.

Staff responded to questions and Council had a discussion regarding arbitration.

ACTION: Motion and second (Mueller/Carlton) to table this item until later in the agenda and take action tonight passes unanimously.

At 8:50 p.m. Mayor Ohtaki called **Item F4**, *Accept the 500 ECR Subcommittee Final Report*, and **Item F5**, *Approve the Scopes of Work and authorize the City Manager to enter into agreements with W-Trans for two separate agreements: (1) Plan Review and Traffic Engineering Analysis, and (2) Neighborhood Cut-Through Analysis for the Stanford 500 El Camino Real Project*, out of order.

At this time, Mayor Pro Tem Mueller exited the Council chambers due to a conflict of interest on these items.

F4. Accept the 500 ECR Subcommittee Final Report ([Staff report #13-152](#))
Staff presentation by Jim Cogan, Economic Development Manager ([Presentation](#)).

F5. Approve the Scopes of Work and authorize the City Manager to enter into agreements with W-Trans for two separate agreements: (1) Plan Review and Traffic Engineering Analysis, and (2) Neighborhood Cut-Through Analysis for the Stanford 500 El Camino Real Project ([Staff report #13-153](#))

Staff presentation by Jesse Quirion, Transportation Manager ([Presentation](#)).

Public Comment:

- Steve Elliott ([Presentation](#)) provided a brief overview of the Stanford project and stated that a number of changes have been made based on input and concerns from the community
- George Fisher spoke against the Stanford project and stated that the process is flawed
- Kevin Sheehan expressed concern regarding unexpected surprises arising during the process, lack of communication and traffic issues

- Stefan Petry urged Council not to accept the subcommittee report and that approving the traffic scopes of work would be premature
- Bill Kirsch expressed concern regarding traffic and asked Council to move forward on the study of reconfiguring El Camino Real
- Perla Ni spoke regarding safety, reasonable development, size of the project and taxes
- Elizabeth Houck spoke regarding traffic issues and review of and accountability for the project
- Lynore Banchoff spoke regarding traffic and safety issues and maintaining the character of the city
- Gita Dev spoke regarding the size of the project and the jobs-housing balance
- Martha Morey urged Council to take community input into consideration when making decisions regarding the project
- Susan Connelly spoke regarding the size and scale of the project and that there is no benefit to the city
- Kris Swanson expressed concern regarding traffic and safety and preserving the neighborhood character
- Vera Goupille spoke regarding to size and scope of the project and taking a look at similar projects in the area
- Adina Levin spoke regarding traffic data and issues
- Mike Lanza spoke against the project and urged Council to represent the wishes of the residents
- Nancy Hosay requested Council to suspend making any decisions on the project and hold a moratorium in order to develop the best project for the community
- Janet Poses spoke regarding traffic and safety
- Valerie Brooke Wilke spoke regarding parking
- Don Ellis spoke regarding traffic and density issues
- Martin Patterson expressed concerns regarding the size and scale of the project
- Patty Fry spoke regarding the process and that it should be more structured, manageable and predictable
- Pamela Wilhelms expressed concern regarding the size and scope of the project and open space issues
- Vincent Bressler spoke regarding the need for a project review and a development agreement

ACTION: Motion and second (Cline/Ohtaki) to approve the Scopes of Work and authorize the City Manager to enter into agreements with W-Trans for two separate agreements: (1) Plan Review and Traffic Engineering Analysis, and (2) Neighborhood Cut-Through Analysis for the Stanford 500 El Camino Real Project passes 4-0-1 (Mueller recused).

There was consensus by Council to accept the final report of 500 El Camino Real Subcommittee.

At 12:05 a.m. August 28, 2013, Mayor Pro Tem Mueller returned to the Council chambers. Agenda item F2 is revisited for discussion.

F2. Consider approval of the terms of an agreement between the City of Menlo Park and the Menlo Park Police Sergeants' Association.

ACTION: Motion and second (Cline/Mueller) to approve the terms of an agreement between the City of Menlo Park and the Menlo Park Police Sergeants' Association passes 4-1 (Keith dissents).

- F3.** Select a voting delegate and alternate to the League of California Cities Annual Conference and provide direction to the voting delegate related to the resolutions to be voted on at the League of California Cities Annual Conference ([Staff report #13-139](#))
Continued from the August 20, 2013 Council meeting.

ACTION: Motion and second (Ohtaki/Cline) to designate Mayor Ohtaki as the Voting Delegate, Councilmember Keith as Alternate #1 and Councilmember Carlton as Alternate #2 passes unanimously.

ACTION: There was a motion and second (Ohtaki/Carlton) and consensus by Council to approve both resolutions and to endorse all the Peninsula Division candidates for office as they are all uncontested.

- F6.** Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item: **None**

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

- I1.** Quarterly Financial Review of General Fund Operations as June 30, 2013
([Staff report #13-143](#)) ***Continued from the August 20, 2013 Council meeting.***
- I2.** Review of the City's Investment Portfolio as of June 30, 2013 ([Staff report #13-142](#))
Continued from the August 20, 2013 Council meeting.
- I3.** Office of Economic Development Quarterly Update ([Staff report #13-144](#))
Continued from the August 20, 2013 Council meeting.
- I4.** Update on City Council goals ([Staff report #13-145](#)) ***Continued from the August 20, 2013 Council meeting.***

Public Comment:

Adina Levin asked Council to include improving safety on El Camino Real as one of its goals

- I5.** Initiation of the General Plan Update ([Staff report #13-150](#))
- I6.** Update on the draft public outreach and Development Agreement negotiation process for the SRI International Campus Modernization Project ([Staff report #13-146](#))

J. COUNCILMEMBER REPORTS

Councilmember Cline reported that the Housing Element subcommittee held a meeting.

K. PUBLIC COMMENT #2

There was no public comment.

- L. ADJOURNMENT** at 12:30 a.m., August 28, 2013

Pamela Aguilar
Acting City Clerk

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COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: September 24, 2013
Staff Report #: 13-160

Agenda Item #: SS-1

STUDY SESSION: Overview of the Process for Creating the Work Program for the General Plan Update

This is a study session item and does not require Council action.

OVERVIEW

The City is embarking on an update of the City's General Plan, consistent with City Council Goals for 2013 and the Five-Year Capital Improvement Plan. Background material is available in the August 27, 2013 Council staff report available [here](#).

At the Council meeting, staff will make a presentation about the General Plan Update and seek input from the Council about items to consider when preparing the work program. The work program will be used when seeking consultant assistance through a Request for Proposals (RFP) that is scheduled to be released in November 2013.

IMPACT ON CITY RESOURCES

The proposed work program would require both staff resources dedicated to the project, as well consultant services. The Council has budgeted \$2,000,000 for Fiscal Year 2013-14 for the General Plan Update. A total of 3.5 full-time equivalent staff from Community Development and Public Works is allocated to the General Plan Update and the Housing Element. Dependent on the scope of the work program, additional funding may be necessary in future years.

POLICY ISSUES

The General Plan update process will consider a number of policy issues.

ENVIRONMENTAL REVIEW

The General Plan update is subject to CEQA and an EIR will be prepared at the appropriate time in the process.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, at least 72 hours prior to the meeting, with this agenda item being listed. In addition, the City sent an email update to subscribers of the General Plan Update [project page](#). This page will provide up-to-date information about the project, allowing interested parties to stay informed of its progress and allow users to sign up for automatic email bulletins, notifying them when content is updated or meetings are scheduled.

ATTACHMENTS

None

Report prepared by:

Justin Murphy

Development Services Manager

Arlinda Heineck

Community Development Director



POLICE DEPARTMENT

Council Meeting Date: September 24, 2013
Staff Report #: 13-159

Agenda Item #: F-1

REGULAR BUSINESS: **Award a Contract for the Police Department to Purchase Equipment: Surveillance Cameras and Automated License Plate Readers (ALPR)**

RECOMMENDATION

Staff recommends that the City Council approve the contract to purchase surveillance cameras and automated license plate readers (ALPR).

BACKGROUND

On July 16, 2013, the Police Department made a public safety technology presentation to the City Council, where several recommendations were made for the purchase of certain technologies which had been brought up by community members during several Belle Haven community meetings. The recommended technologies included fixed surveillance cameras and automated license plate readers (ALPR). Fixed surveillance cameras, mounted in four key intersections in the Belle Haven neighborhood, will assist deterring and also solving a myriad of crimes in the area.

Mobile automated license plate readers, which are affixed to police vehicles, can assist in preventing crime, locating and apprehending burglary “crews”, apprehending criminals, recovering stolen and wanted vehicles, locating wanted subjects, assisting with gang/narcotic and other criminal investigations, and assist with traffic enforcement details. During the July 16, 2013 meeting, a request for the allocation of \$160,000 for the purchase of the above equipment was made which included four fixed surveillance cameras and three mobile ALPR systems. The total real cost of this purchase, as seen below, is \$127,682, lower than the original anticipated cost.

ANALYSIS

Surveillance Cameras:

Staff has explored the purchase of four fixed remote surveillance cameras from QPCS Technologies at a cost of \$69,768. The systems would include four high definition, remotely controlled PTZ (pan, tilt, zoom) cameras which are on a secure 4G/Wi-Fi network. The camera system is a totally self-contained system, which records and stores digital video at the unit location. The storage capacity of these systems is 90

days, which is consistent with Police Department policy. If a crime is being investigated, recorded digital video can be examined by investigators and if necessary, downloaded to other media to be used as evidence and kept as long as necessary for a criminal prosecution. Once installed, the vendor has no access to live or recorded digital video as it is self-contained at the camera site and can only be accessed by Menlo Park Police personnel for legitimate law enforcement purposes. Live video feeds can be monitored by police personnel through a secure access portal already established by QPCS Technologies and the City of Menlo Park.

The City of Menlo Park has already purchased a surveillance camera system through QPCS which is mounted at the new pedestrian overcrossing at Ringwood Drive and Pierce Road. The four new surveillance camera systems can easily be added to the existing system established by the City and QPCS. The camera systems also include a loudspeaker system, which can be activated by police personnel. This loudspeaker can be used as a warning or to deter criminal activity that is occurring and being monitored by police, prior to officer arrival.

The total cost of the four surveillance cameras includes installation, software licensing, and a yearlong maintenance contract and warranty. Ongoing maintenance and support costs of these camera systems are \$2000 yearly. Staff has also obtained a quote from another vendor (Virtual Surveillance Inc.) and found that the cost was comparable to QPCS. Staff recommends QPCS as the City of Menlo Park has an existing relationship with that vendor and has already established a secure access portal which can be added to, with no additional cost.

Automated License Plate Readers:

Staff has also explored the purchase of three mobile automated license plate readers from 3M Incorporated at a cost of \$57,914. These three systems would include the camera/monitor hardware, which would be mounted on three Menlo Park Police vehicles. At this time, it would be the intention of the Department to mount two systems on marked patrol vehicles and one system on an unmarked detective vehicle, for better coverage and covert usage if necessary. When activated, the ALPR system would record license plates visible by the hardware, compare those license plates with a daily updated "hot sheet" list downloaded from the Department of Justice, and if there was a match, alert the officer operating the ALPR equipped vehicle. If the license plate was not a match to any listed in the "hot sheet" list, the license plate information and location information would be uploaded by secure server to the Northern California Regional Intelligence Center (NCRIC) in San Francisco. This information would later be available for access by investigators for a myriad of criminal investigations including but not limited to: homicides, shootings, burglaries, sexual assaults, hit and run accidents and other assaults, where a vehicle was involved.

The information uploaded to NCRIC would be retained for one year, per current NCRIC and Department policy and would not be accessible to anyone except law enforcement personnel for legitimate investigative purposes. The vendor, 3M, has no access to this

information. Pursuant to NCRIC policies, the information transmitted to their database is “owned” by the Menlo Park Police Department and cannot be given or transferred to any other entity without express permission.

Staff recommends 3M as a sole source for the purchase of automated license plate readers systems for the following reasons: 3M’s system has been vetted by both the State of California and by the Department of Homeland Security, 3M’s system is also the same system used by the other San Mateo County, San Francisco County and Alameda County police agencies. 3M’s server software is unique to their system and provides the analytical ability needed to make this tool effective. Also, due to the existing partnership with 3M and NCRIC, the total cost of the systems is lower, as there is no charge for the software package to map, store and retrieve the information. The secure access software used by NCRIC known as BOSS (Back Office Server Software) is already available and accessible by the Menlo Park Police Department and would also be a cost savings for this purchase.

The total cost of the three fixed automated license plate readers \$57,914 includes all of the hardware, installation, software licensing secured data transmission portal and one year maintenance and warrant agreement. Ongoing maintenance and support costs of these ALPR systems are \$4500 yearly.

IMPACT ON CITY RESOURCES

The total cost for the initial purchase of this equipment is \$127,682. This includes \$57,914 for three automated license plate readers and \$69,768 for four surveillance cameras. Funding is recommended to come from two sources, \$20,000 from the 2013-14 State Supplemental Local Law Enforcement (COPS) grant and \$107,682 from the General Fund. The remaining balance of the COPS grant funding has already been earmarked for the purchase of six police car mounted, mobile data terminals (MDT) necessary for new police vehicles being rotated into the fleet.

This additional appropriation from the General Fund can be made without negatively impacting this Fund’s reserve position as presented in the 2013-14 adopted budget, as savings in General Fund operating expenditures for 2012-13 were greater than anticipated. Staff is currently in process of finalizing the City’s financials in preparation for the annual audit process, and unaudited financial results will be presented to Council in October. At that time, more specific information on total General Fund operating savings from 2012-13 will be provided.

Council approval is requested to appropriate \$107,682 from the General Fund to fund a new special project to purchase the automated license plate readers and the surveillance cameras. Staff will return to Council in November to request appropriation of the entire 2013-14 COPS grant (\$100,000). Once COPS grant funds are formally appropriated, \$20,000 of those grant funds will be allocated to this new project. The initial \$107,682 appropriation from the General Fund will be sufficient to begin the process of acquiring the new equipment.

Ongoing maintenance and support costs for this equipment are \$6,500 annually, which includes \$4,500 for the license plate readers and \$2,000 for the surveillance cameras. These additional annual costs will be incorporated into the Police Department's budget request for the 2014-15 recommended budget.

ITEM	ONETIME COSTS	ONGOING COSTS
Surveillance Cameras	\$69,768	\$2,000 / year
ALPR	\$57,914	\$4,500 / year
TOTAL	\$127,682	\$6,500 / yearly

COPS Grant	\$20,000	0
General Fund	\$107,682	\$6,500 / yearly

POLICY ISSUES

The proposed action is consistent with City policy, department policy, and State law.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Quote from QPCS for four fixed surveillance cameras.
- B. Quote from 3M for three mobile automated license plate readers

Report prepared by:
Dave Bertini
Police Commander

**eQuote****eQuote Number: 180**

Payment Terms:

Expiration Date:12/14/2013

Quote Prepared For

Mr. Eric Cowans
City of Menlo Park
Phone:650-330-6300
ESCowans@menlopark.org

Quote Prepared By

Mario Campos
QPCS
1141 Kansas Avenue
Modesto, CA 95351
United States
Phone:888-410-4240
Fax:775-244-6394
mcampos@qpcs.net

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	EXTENDED PRICE
One-Time Items				
1)	4	RSU4 - 4G/LTE/WIFI RSU-4 Remote Surveillance Unit -Include Milestone Video Management -Up to 90 Days Recording Storage -Includes 4G/ LTE Cellular Access -Wireless Access Point - 802.11g -High-End Video Capture - 3Megapixel -24/7 Recording to Solid State HDD -12VDC and 48VDC Power Supplies -Remote Restart Relay	\$6,500.00	\$26,000.00
2)	4	PhotoCell Adapter PhotoCell Sensor Adapter for 120/240/470VAC Power Connection	\$240.00	\$960.00
3)	4	Loudspeaker System - 15Watt Speaker for RSU Loudspeaker System Kit includes additional Power Supply, RCA/Audio Connections, wiring, etc	\$850.00	\$3,400.00
4)	4	Camera Installer Installation of camera equipment -Installation of electrical PhotoCell Adapter -Fine Tune camera positioning -Focus field of view from camera -Includes Bucket Truck Rental	\$1,750.00	\$7,000.00
5)	4	AXIS Q6035-E PTZ Network Camera - HD 1080p - PTZ -HDTV 1080p 25/30 fps as well as -HDTV 720p 50/60 fps -Day ight and H.264 -20x optical zoom -Outdoor-ready with Arctic Temperature Control -Active Gatekeeper and tour recording -High Power over EtherneT	\$3,950.00	\$15,800.00
6)	4	Wall Mount Arm T91A61 - for Q60 Series Camera -Includes blower and heating mechanism -Includes connector for Loud Speaker system	\$490.00	\$1,960.00
7)	4	Axis Pole Mount Bracket	\$194.00	\$776.00
8)	4	Camera Installer Lift Truck Rental fee	\$450.00	\$1,800.00

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	EXTENDED PRICE
9)	4	Milestone XProtect License Milestone XProtect Professional Edition -Base Server License includes support for Remote Access via Mobile Devices	\$1,000.00	\$4,000.00
10)	4	Milestone XProtect License XProtect Professional Edition - camera licenses required for each PTZ Camera	\$290.00	\$1,160.00
11)	4	RSU Yearly Maintenance Agreement -Includes remote firmware updates -Yearly cleaning of camera equipment -Software upgrades from Manufacturer -Extended Warranty on all camera components -Extended 5 Year warranty on Cellular equipment	\$500.00	\$2,000.00
			One-Time Total	\$64,856.00
Comment:			SubTotal	\$64,856.00
			Total Taxes	\$4,911.38
			Total	\$69,767.38

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

3M General Offices

804 Innovation Drive
Knoxville, TN 37932
(865) 392-5540

**Menlo Park Police Department
Detective Nicholas Douglas
701 Laurel Street
Menlo Park, CA 94025**

July 25, 2013

REF: Three (3) Mobile Law Enforcement Automatic License Plate Recognition (ALPR) 4-Camera System with "PAGIS".

Detective Douglas,

Thank you for the opportunity to quote our Mobile Law Enforcement Automated License Plate Recognition (ALPR) System referred to as PAGIS. On September 4, 2012, 3M Company completed its acquisition of the business of Federal Signal Technologies Group, including PIPS Technology. PIPS Technology has been the industry leader in Automated License Plate Recognition (ALPR) systems worldwide for over 20 years with over 20,000 cameras in operation in 33 countries. 3M is a global leader in providing traffic products, systems and services for transportation safety, traffic management, vehicle registration and commercial transportation markets for over 70 years, making PIPS Technology a natural fit to the 3M business. 3M is committed to provide the same level of quality that made PIPS Technology an industry leader.

When considering an ALPR vendor I hope you will take into consideration the following key points about our company:

- Our **only** market focus is specializing in Automated License Plate Recognition technologies
- As an Original Equipment Manufacturer, we design, manufacture, and develop our own hardware and software – we control the quality and support of our products from start to finish.
- All of our mobile ALPR products are manufactured in the USA (Knoxville, TN).
- 3M offers an ALPR "back-end" analysis software package (**Back Office Server Software: BOSS**) that provides data-mining of "historic" license plate information obtained and stored from all deployed mobile (and fixed) systems from within your department which can be integrated with other PAGIS / BOSS users to share and data mine their historic plate information.
- We have established sales and support offices in California, Illinois and Tennessee.
- We are partnered with many other law enforcement agencies in California and have first level (sales, installation, trouble-shooting, replacement of broken/damage parts, etc) support partners located in Northern California, Washington and Oregon.

I am pleased to provide you with the following pricing for three (3) Four-camera new Slate "low profile" ALPR system "hard" mounted and integrated into your existing MDC system in your patrol vehicle and BOSS with Mapping and data storage and management provided by the Northern California Regional Intelligence Center (NCRIC).



SLATE-950-LE-P	Mobile Law Enforcement Package - Four Slate low profile camera(s)950nm illumination, SuperX III processor, camera cable/connector(s), GPS module, PAGIS software, 3M ALPR/OCR Engine, Client/Server architecture, Light bar Mounting Bracket(s) and Plate(s) for approved light bar assemblies software, 3M ALPR/OCR Engine, Client/Server architecture, camera mounting bracket(s). Customer to supply laptop with available Ethernet port, or order separately from 3M (PIPS-MDT).	\$18,700 -\$1,870 \$16,830	3	\$50,490
BOSS-ADMIN	Back Office System Software for PAGIS User Administration, Data Analysis and Database Management and Data Retention *Provided by NCRIC	\$995	1	N/A
BOSS MAP	Advanced mapping utilizing Bing Maps. Provides enhanced mapping functionality including satellite imagery, bird's eye, and multiple view options. *Provided by NCRIC	\$795	1	N/A
INSTALLATION	Installation by 3M authorized facility	\$700	3	\$2,100
SRVC-FE-MOBILE	Field Engineering services for commissioning and training (travel and living expenses included).	\$1,000	1	\$1,000
	Shipping/Freight	\$95	3	\$285
		Sub Total		\$53,875.00
Payment Terms	Net 30 Days	\$50,490 Taxable	Tax 8.0%	Tax \$ 4,039.20
				Total: \$57,914.20
SRVC-MAINT-MOBILE4 *Optional	Annual maintenance cost for the 3M 4-camera mobile system including the PAGIS in-car display software and OCR. Coverage begins after initial 1yr warranty expires.	\$1,500	3	\$ 4,500

This quote is valid for 120 days and is subject to 3M's terms and conditions of warranty and sales

Scope of Work:

Our quote ***includes*** installation on the system on a standard patrol car with light bar.

All 3M equipment hardware and software is covered by a one-year parts and labor warranty. Maintenance agreements are available for both our hardware and software products. These agreements supply you with upgrades and improvements to our Optical Character Recognition (OCR) engine for enhanced plate detection capabilities and software upgrades for BOSS and PAGIS in addition to all hardware sold by 3M (cameras, processor, cables, connectors and/or touch screen monitor). The cost for this optional coverage is \$1,500, per system, per year, for the second year and each year thereafter (after initial warranty expiration).

Please let me know if you require any other information. I can be reached directly at 562-843-1066 should you have any questions regarding the content of this quotation. We look forward to partnering with your organization.

Kindest regards,

Louis Wershaw

Louis Wershaw
3M
Regional Sales Manager

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OFFICE OF THE CITY MANAGER

Council Meeting Date: September 24, 2013
Staff Report #: 13-158

Agenda Item #: F-2

REGULAR BUSINESS: Request that Council Approve a Resolution changing City Council Policy CC-01-0004: Commissions/Committees Policy and Procedures and Roles and Responsibilities pertaining to the Housing Commission

RECOMMENDATION

Staff recommends that the Council consider reducing the number of members on the Housing Commission from seven to five; changing the monthly meeting schedule from monthly meetings to quarterly meetings; and consider changes to the Commission's work plan.

BACKGROUND

For over 25 years, the Menlo Park Housing Commission has played an important role for the community on housing related issues. Under the Council's current Policy, any commission "*Upon its own initiative, the Commission/Committee shall identify and raise issues to Council's attention and from time to time survey pertinent matters and make recommendations to the Council*".

Currently, the Housing Commission is a seven member body with only three active members. There are four vacancies creating a lack of quorum for the seven-member Commission. The current commissioners have expressed an interest in continuing to serve on the Housing Commission. Additionally, commission members have voiced the desire to explore researching new opportunities related to housing as well as the established issues and challenges facing the City. Given the many new projects facing the City, the potential exists to incorporate the Housing Commission in an advisory role on new projects.

ANALYSIS

The dissolution of the Community Development Agency and the elimination of the Housing Division have inevitably created a level of uncertainty about the future of the Housing Commission and its work program. Understanding the Council's interest in keeping a Commission focused on housing plays a key role in determining their future.

In an effort to maintain the roles and responsibilities of advisory bodies so that they meet Council policy, it is important to consider these changes in light of the recent changes that the City has had to make. For example, with the loss of Housing staff, the Housing Commission is staffed on an Ad-hoc basis by the City Manager's Office with support from the Community Development Department.

Given the reduction in housing services due to the loss of RDA, the quarterly meeting schedule appears sufficient in addressing housing issues and can be implemented on a trial basis with meetings scheduled the first Wednesday of the month during the months of February, May, August and November to become effective as of November 6, 2013. This may be more attractive in recruiting candidates to serve on the Commission as well. In the event there are items to be addressed prior to a scheduled meeting, a special meeting can be held with a 24 hour notice. Staff and members of the Commission believe the proposed changes will benefit the City and are an effective tool in ensuring the vitality of this commission. With approval of these recommended changes the current members can remain active and staff will recruit to fill 2 vacant positions.

IMPACT ON CITY RESOURCES

There is no impact on City resources associated with this report.

POLICY ISSUES

City Council Policy CC-01-004 will be modified to reflect the recommended changes in this report or as set forth by City Council.

ENVIRONMENTAL REVIEW

This report is not subject to the California Environmental Quality Act (CEQA).

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. City of Menlo Park City Council Policy regarding Commission/Committee Policies and Procedures and Responsibilities CC-01-0004
- B. Resolution

Report prepared by:
Pat Carson
Executive Secretary to the City Manager

City of Menlo Park		City Council Policy
Department City Council Subject Commissions/Committees Policies and Procedures and Roles and Responsibilities	Page 1 of 10	Effective Date 3-13-01
	Approved by: Motion by the City Council on 3-13-01; Amended 9-18-01	Procedure # CC-01-0004
	Department Head	
	City Manager	

Purpose

To define policies and procedures and roles and responsibilities for Menlo Park appointed Commissions and Committees.

Authority

Upon its adoption, this policy will replace the document known as "Organization of Advisory Commissions of the City of Menlo Park".

Background

The City of Menlo Park currently has ten standing Commissions and Committees. They are: *Arts Commission, Bicycle Commission, Community Mediation Service Committee¹, Environmental Quality Commission, Housing Commission, Las Pulgas Committee, Library Commission, Parks and Recreation Commission, Planning Commission, and Transportation Commission*. Those not specified in the City Code are established by City Council ordinance or resolution². Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.

Eight of the ten Commissions and Committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (GC 65100 et seq., 65300-65401). The Community Mediation Service Committee is guided by a separate Council policy statement (CC-90-0001) and by established By-Laws (Amended 9/00), so some of the provisions listed herein may not apply to this body.

The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense policy (CC-91-002), which are also applicable to all advisory bodies.

Policies and Procedures**A. Relationship to Council, Staff and Media**

1. Upon referral by the Council, the Commission/Committee shall study referred matters and return their recommendations and advise to the Council. With each such referral, the Council may authorize the City staff to provide certain designated services to aid in the study.
2. Upon its own initiative, the Commission/Committee shall identify and raise issues to Council's attention and from time to time survey pertinent matters and make recommendations to the Council.
3. At a request of a member of the public, the Commission/Committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the Council.

¹ This body is guided by a separate Council policy statement and established By-laws, therefore, some of the provisions listed herein may not apply.

² Ord. 580, 715; City Resolutions 2801, 2934, 3081, 3261, 3266, 3370, 3428, 3484, 3508, 3711, 3992, 4242, 4290; 4793; Agency Resolution 197.

City of Menlo Park

City Council Policy

Department City Council	Page 2 of 10	Effective Date 3-13-01
Subject Commissions/Committees Policies and Procedures and Roles and Responsibilities	Approved by: Motion by the City Council on 3-13- 01; Amended 9-18-01	Procedure # CC-01-0004
	Department Head	
	City Manager	

4. Before the end of each calendar year, the Commissions and Committees and their support staff shall review their goals and objectives and identify potential projects for Council consideration which might necessitate financial and/or staff resources during the upcoming year. A report of these findings shall be prepared and submitted to the City Manager for Council consideration at the project priority-setting workshop typically held in January of each year. In addition, the Commissions/Committees are encouraged to submit mid-year activity reports to the City Council.
5. Commissions and Committees should not become involved in the administrative or operational matters of City departments unless specifically provided in their prescribed powers and duties. Members may not direct staff to initiate major programs, conduct large studies, or establish department policy without approval of the City Council. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions and Committees may not establish department work programs or determine department program priorities unless specifically authorized. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.
6. Additional or other staff support may be provided upon a formal request to the City Council.
7. The Commission Chair shall act as the Commission's lead representative to the media concerning matters before the Commission. Commission members should refer all media inquiries to their respective Chairpersons for response in consultation with support staff. Personal opinions and comments may be expressed so long as the Commissioner clarifies that his or her statements do not represent the position of the City Council.

B. Recommendations, Requests and Reports

Near the beginning of each regular Council meeting, there will be an item called "Council, Commission, Committee, Staff Announcements and Appointments". At this time, Commissions and Committees may submit recommendations in writing or reports and may request direction and support from the City Council. Such requests shall be communicated to the City Manager in advance so that they may be listed on the agenda. The Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

C. Council Referrals

The City Manager shall transmit to the designated Commission/Committee all referrals and requests from the City Council for advice and recommendations. Commissions/Committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

D. Public Appearance of Commission/Committee Members

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When a Commission/Committee member appears in a non-official, non-representative capacity before the public, for example in a Council meeting, the member shall indicate that he or she is speaking only as an individual. If the Commission/Committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a Commission/Committee member's appearance inappropriate. Conversely, when a member who is present at a Council meeting is asked to address the Council on a matter, the member should represent the viewpoint of the particular Commission/Committee as a whole (not a personal opinion).

E. Disbanding of Advisory Body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

F. Meetings and Officers

1. Agendas/Notices/Minutes

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, cancelled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each Commission/Committee shall be responsible for properly noticing and posting all regular, special, cancelled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, City Manager, City Attorney, City Clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted Records Retention Schedule.

2. Conduct and Parliamentary Procedures

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of Commission/Committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The Chair of each Commission/Committee shall preside at all meetings and the Vice Chair shall assume the duties of the Chair when the Chair is absent.

3. Meeting Locations and Dates

- Meetings shall be held in the Council Chambers or other designated City facilities, as noticed.
- All Commissions/Committees with the exception of the Planning Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as

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required by the Commission/Committee. The Planning Commission shall hold regular meetings twice a month and a study meeting once a month.

- Monthly regular meetings shall have a fixed date and time established by the Commission/Committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the Commission/Committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the Council and made available to the public.
- Each Commission/Committee shall establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the Commission/Committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the Council and made available to the public.

4. Selection of Chair and Vice Chair

- The Chair and Vice Chair shall be selected in January of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each Commission/Committee shall annually rotate its Chair.

5. Other Rules and Procedures

- Each Commission/Committee may adopt other rules and procedures as it feels necessary to effectively and efficiently accomplish its duties. Such rules are subject to Council approval before becoming effective. An exception to this rule would include any changes necessitated to fill a temporary need in order for the Commission/Committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the Council and made available to the public.

G. Memberships

Appointments/Oaths

1. The City Council is the appointing body for all Commissions and Committees. All members serve at the pleasure of the City Council for designated terms.
2. All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the Council present.
3. Prior to taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the City Clerk or his/her designee.
4. Appointments made during the middle of the term are for the unexpired portion of that term.

Application/Selection Process

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1. The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
2. The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the City Manager's or City Clerk's office.
3. The City Clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, a letter of interest and/or an updated application will be required.
4. Applicants are required to complete and return the application form for each Commission/Committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by fax or email are accepted; however, an original must be received by the City Clerk before the Council makes the appointment.
5. After the deadline of receipt of applications, the City Clerk shall schedule the matter at the next available regular Council meeting. All applications received will be submitted and made a part of the Council agenda packet for their review and consideration. If there are no applications received by the deadline, the City Clerk will extend the application period for an indefinite period of time until sufficient applications are received.
6. Upon review of the applications received, the Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the City Clerk will provide notification to the applicants of the decision of the Council.
7. If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
8. The selection/appointment process by the Council shall be conducted open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the Council present shall be appointed.
9. Following a Council appointment, the City Clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive an Oath of Allegiance, to be completed and returned to the City Clerk before taking office, copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the Commission/Committee Chair.
10. An orientation will be scheduled by support staff following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

1. An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
 - A compilation of attendance will be submitted to the City Council at least annually listing absences for all Commissions/Committee members.

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- Absences, which result in attendance at less than two thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.

2. While it is expected that members be present at all meetings, the Chair should be notified if a member knows in advance that he/she will be absent.

Compensation

1. Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

Conflict of Interest and Disclosure Requirements

1. A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code Section 87300 et seq. Copies of this Code are filed with the City Clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Planning Commission and Las Pulgas Committee are required to file a Statement of Economic Interest with the City Clerk to disclose personal interest in investments, real property and income. This is done within thirty days of appointment and annually thereafter. A statement is also required within thirty days after leaving office.
2. If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the City Attorney.

Qualifications, Compositions, Number

1. In most cases, members shall be residents of the City of Menlo Park, at least 18 years of age and a registered voter. The following are exceptions: The Community Mediation Service Committee is composed of two homeowners, two landlords, two tenants and two at-large residents or business owners; the Las Pulgas Committee is composed of four homeowners, one owner of rental property, and two business owners or representatives in the redevelopment project area.
2. Current members of any other City Commission or Committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership.

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3. Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
4. There shall be seven (7) members on each Commission/Committee with the exception of the Community Mediation Service Committee, which has eight (8) members.

Reappointments, Resignations, Removals

1. Incumbents seeking a reappointment are required to complete and file an application with the City Clerk by the application deadline. No person shall be reappointed to a Commission/Committee who has served on that same body for two or more consecutive full four-year terms with the exception of the Las Pulgas Committee members who may serve additional four-year terms subject to re-appointment by the City Council, unless a period of one year has lapsed since the returning member last served on that Commission (the one year period is flexible subject to Council's discretion.)³
2. Resignations must be submitted in writing to the City Clerk, who will distribute copies to City Council and appropriate staff.
3. The City Council may remove a member by a majority vote of the Council without cause, notice or hearing.

Term of Office

1. Unless specified otherwise, the term of office for all Commission/Committee shall be four (4) years unless a resignation or a removal has taken place.
2. If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
3. Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
4. If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.

Vacancies

1. Vacancies are created due to term expirations, resignations, removals or death.
2. Vacancies are listed on the Council agenda and posted by the City Clerk in the Council Chambers bulletin board and on the City's website.
3. Whenever an unscheduled vacancy occurs in any Commission/Committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least ten working days after posting of the notice (Government Code 54974).
4. On or before December 31 of each year, an appointment list of all regular advisory Commissions and Committees of the City Council shall be prepared by the City Clerk and posted in the Council

³ Amended by City Council motion on September 18, 2001.

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Chambers bulletin board and on the City's website. This list is also available to the public.(Government Code 54972, Maddy Act).

Roles and Responsibilities

The purpose of this section is to define and clarify the roles and responsibilities of the Commissions/Committees:

1. **Arts Commission** – This Commission is charged with advising the Council on matters related to City cultural programs established primarily for the residents of the City as artists and as an audience, including arts concerned with line, color, form (painting, sculpture, and architecture); arts concerned with sound (music and dance); and, arts concerned with the exploitation of words for both their musical and expressive value (literature, prose, poetry and plays).
2. **Bicycle Commission** – This Commission was initiated in 1997 to advise the City Council on ways to improve the bicycling environment, implementation of the bikeways plan and other related matters.
3. **Community Mediation Service** – This Committee is charged with providing mediation services for local residents and businesses. (It is guided by a separate policy statement and by its By-Laws).
4. **Environmental Quality Commission** – The Environmental Quality Commission is charged with advising the City Council on matters of environmental protection and improvement, sustainable practices and policies, physical appearance of city properties and historic preservation. Areas of concern include preservation of heritage trees and proper maintenance of city trees; determinations on appeals of heritage tree removal permits; coordination of awards programs; advising on protection of natural areas, recycling and waste reduction, sustainable practices and air and water pollution; commenting on the physical appearance of city properties; encouragement of historic preservation.
5. **Housing Commission** – This Commission is charged with advising the City Council on housing matters including housing supply and housing related problems; community attitudes about housing (range, distribution, racial, social-economic problems); programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City; planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974; members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program; review and recommend to the Council regarding the Below Market Rate (BMR) program; initiate, review and recommend on housing policies and programs for the City; review and recommend on housing related impacts for environmental impact reports; review and recommend on State and regional housing issues; and, review and recommend on the Housing Element of the General Plan. The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 1991).
6. **Las Pulgas Committee** – This Committee is charged with advising the City Council on matters regarding the activities of the City's Community Development Agency providing comments and

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recommendations on policies affecting the Las Pulgas Project Area, as well as on issues, projects and programs in the neighborhood.

7. **Library Commission** – This Commission is charged with advising the City Council on matters related to the maintenance and operation of the City’s libraries and library systems, including the scope and degree of library activities; maintenance and protection of City libraries; evaluation and improvement of library services; acquisition of library materials; coordination with other library systems and long range planning.
8. **Parks and Recreation Commission** – This Commission is charged with advising the City Council on matters related to City programs and facilities dedicated to recreation, i.e., those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment; adequacy, operation and staffing of recreation programs; modification of existing programs and facilities to meet developing community needs; and, long range planning and regional coordination concerning park and recreational facilities.
9. **Planning Commission** – This Commission is organized according to State Statute. The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance. The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council. The Commission serves as a recommending body to the City Council for major subdivisions, re-zonings, conditional development permits, planned development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews associated with those projects. In addition, the Commission works on special projects as assigned by the City Council.
10. **Transportation Commission** – This Commission is charged with advising the City Council on matters related to the adequacy and improvement of all types of public and private transportation within and across the City, including the best approaches to establishing and maintaining systems and facilities for the transport of people and goods around the City; the coordination of motor vehicle, bicycle, mass transit, and pedestrian traffic facilities; the development and encouragement of the most efficient and least detrimental overall transportation system for the City supporting the goals of the General Plan; coordination with regional transportation systems; and, serving as an appeals board for appeals from staff determinations concerning establishment of traffic signs, pavement markings, speed zones, parking regulations, traffic signals, bike lanes, bus stops, etc.

Special Advisory Bodies

The City Council has the authority to create ad-hoc committees, task forces, or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the

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individual appointee serving on each group may be changed at any time by the Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the Council.

Any requests of City Commissions or Committees to create such ad-hoc advisory bodies shall be submitted in writing to the City Manager for Council consideration and approval.

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
APPROVING AMENDMENTS TO CITY COUNCIL POLICY CC-01-0004 –
COMMISSION/COMMITTEES POLICY AND PROCEDURES AND ROLES AND
RESPONSIBILITIES**

WHEREAS, the City Council approved Council Policy CC-01-0004 (Policy) Advisory Body Policies, Procedures, Roles, and Responsibilities on March 13, 2001; and

WHEREAS, the Council approved amendments on September 18, 2001 and April 4, 2011; and

WHEREAS, due to the dissolution of the Community Development Agency the Housing Division was eliminated; and

WHEREAS, there has been difficulty in recruiting applicants for vacancies on the Housing Commission, and

WHEREAS, the Housing Commission has been unable to obtain a quorum with a membership of seven resulting in the inability to conduct business; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park hereby approves the amendment to the Council Policy CC-01-0004, to reduce the Housing Commission membership from seven to five members to meet on a quarterly basis.

I, Pamela Aguilar, Acting City Clerk of the Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty-fourth day of September, 2013, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-fourth day of September, 2013.

Pamela Aguilar
Acting City Clerk

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ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: September 24, 2013

MEMORANDUM
Agenda Item #: F-3

REGULAR BUSINESS: Discuss and Approve Scheduling an Additional City Council Meeting in November 2013 to Review and Discuss the Specific Plan

RECOMMENDATION

It is recommended that the City Council schedule an additional Council meeting in November 2013 for the express purpose of reviewing and discussing the Specific Plan.

BACKGROUND

The Council should consider modifying its meeting schedule in order to accommodate sufficient time to discuss and review the Specific Plan. Currently there are five City Council meetings calendared for the remainder of 2013:

- October 1
- October 15
- November 12
- December 3 (Council reorganization)
- December 17

This schedule significantly limits the time for an appropriate review of the Specific Plan if it is included as a Regular Business item on one of these upcoming meeting agendas. As evidenced in past Council meetings, public comment and discussion of this topic can average 2-4 hours. Adding an additional meeting dedicated solely to the Specific Plan will provide Council the adequate time to conduct a proper review and discussion.

Council is asked to consider and agree on one of the following options:

- (1) Add a Special Meeting on November 5, 2013 **OR** November 19, 2013 to review and discuss the Specific Plan. The Specific Plan would be the only item on the agenda. (If Council is not amenable to these dates, it may also consider October 29, 2013.)
- (2) Add a Regular Meeting on November 5, 2013 **OR** November 19, 2013 to conduct regular City business and review and discuss the Specific Plan on November 12, 2013. The Specific Plan would be the only item on the November 12th agenda.

ATTACHMENTS

- A. 2013 City Council Meeting Schedule

Respectfully submitted by:
Pamela Aguilar
Acting City Clerk

2013 CITY COUNCIL MEETING SCHEDULE

Approved December 11, 2012

Updated January 3, 2013 - Adding February 4th and March 12th

Updated March 1, 2013 - Changing March 19th to March 26th

Updated April 1, 2013 - Adding April 9th

January

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May 7th at Belle Haven Senior Center

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September

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COUNCIL MEETINGS	CITY HALL CLOSED	CITY HOLIDAYS
AB 1234 / BROWN ACT TRAINING	SPECIAL MEETING	STUDY SESSIONS WILL BE SCHEDULED AS NEEDED



OFFICE OF THE CITY MANAGER

Council Meeting Date: September 24, 2013
Staff Report #: 13-161

Agenda Item #: F-4

REGULAR BUSINESS: Letter from Councilmember Keith to the San Mateo County Supervisorial District Lines Adjustment Committee

RECOMMENDATION

Staff recommends that Council consider Councilmember Keith's request to review her letter to the San Mateo County Supervisorial District Lines Committee and consider.

BACKGROUND

The Board of Supervisors created the nine-member District Lines Advisory Committee after voters changed the County Charter in November 2012. The change requires that only voters within a district can elect a supervisor who lives in that same district to represent them. Under the prior system, voters countywide elected all five supervisors.

The District Lines Adjustment Committee is meeting on Tuesday, September 24th from 6:30 p.m. to 8:30 p.m. to consider proposed changes to the district boundary lines and make a recommendation to the San Mateo County Board of Supervisors. The Board of Supervisors will then consider the proposal in October.

ANALYSIS

As of September 15, 2013, two of the three active proposals under consideration by the District Lines Adjustment Committee involve changes that would split Menlo Park between two districts. Currently, Menlo Park lies entirely within the 4th District.

IMPACT ON CITY RESOURCES

There is no impact on City resources associated with this action.

POLICY ISSUES

There is no current City policy regarding this issue.

ENVIRONMENTAL REVIEW

The proposed action does not require environmental review.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Letter from Councilmember Keith to the San Mateo County District Lines Committee

Report prepared by:

Clay J. Curtin

Assistant to the City Manager



Office of Councilmember Kirsten Keith

September 19, 2013

District Lines Advisory Committee
County of San Mateo
Hall of Justice
400 County Center
Redwood City, CA 94063

Re: San Mateo County Supervisorial Redistricting

Dear Committee Members:

Thank you for this opportunity to comment regarding potential changes to the supervisorial boundaries.

Currently, the City of Menlo Park is entirely within a single Supervisorial district (District No. 4). However, as of September 15, 2013, two of the three active proposals include splitting Menlo Park into separate supervisorial districts. It is important to residents of Menlo Park that our entire community remains in a single supervisorial district.

A split of Menlo Park, would negatively impact the City and its residents. It would undermine City efforts toward community building in our Belle Haven Neighborhood and reduce the ability of residents to build strong relationships, solve problems that reach across new district boundaries, and further complicate access to County resources.

Any supervisorial district boundary changes going forward should keep Menlo Park within a single district. Please recommend that Menlo Park remain in one district.

Sincerely,

Kirsten Keith
Councilmember

cc: Menlo Park City Council

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