



# CITY COUNCIL SPECIAL AND REGULAR MEETING MINUTES

Tuesday, December 10, 2013  
6:00 P.M.

701 Laurel Street, Menlo Park, CA 94025  
City Council Chambers

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## 6:00 P.M. CLOSED SESSION (1<sup>st</sup> 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 to conference with labor negotiators regarding labor negotiations with the Police Officers Association (POA) 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, and Drew Corbett, Finance Director

**CL2.** Closed Session pursuant to Government Code Section §54957:  
Public Employee Performance Evaluation - City Manager

## 7:00 P.M. REGULAR SESSION

Mayor Mueller called the meeting to order at 7:15 p.m. with all members present.

Mayor Mueller led the pledge of allegiance.

There was no reportable action from the Closed Session held earlier this evening.

## ANNOUNCEMENTS

The City is recruiting applicants for vacancies on the Library Commission and the Finance & Audit Committee. Please inquire with the City Clerk for an application.

Mayor Mueller addressed the recent shooting incidents around the City. Police Chief Jonsen provided an update on the shootings, the status of the technology equipment the department was authorized to purchase, and how the police department is working with the neighborhood to bring peace back into our city.

## SS. STUDY SESSION

**SS1.** Provide general direction to staff on an update to the City logo ([Staff report #13-198](#))  
Staff presentation by Cherise Brandell, Community Services Director ([Presentation](#)).

### Public Comment:

- Jack Morris stated that he was not aware that the City logo was in the process of being updated
- Cherie Zaslowky spoke against changing the City logo
- Frank Carney spoke against recent City activities and against the proposed new logo
- Ernst Meissner spoke in favor of retaining the existing City logo

**ACTION:** There was consensus by Council to digitize the existing logo and font.

## PRESENTATIONS AND PROCLAMATIONS

**A1.** Proclamation recognizing the Menlo Park Holiday Block Party Committee ([Attachment](#))  
Brian Flegel, Block Party Committee Chairperson, accepted the proclamation.

### Public Comment:

- Fran Dehn commended all those involved in the tree lighting event and recognized the members of the Committee
- Ernst Meissner thanked City staff's work on the tree lighting event

**A2.** Proclamation honoring Pat Carson on her retirement ([Attachment](#))  
Pat Carson, Executive Assistant to the City Manager, accepted the proclamation. Council thanked Ms. Carson on her years of service to the City.

**A3.** Update from San Mateo County Mosquito and Vector Control District Trustee ([Presentation](#))  
Valentina Cogoni, Menlo Park Trustee, presented an update.

## A. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

**B1.** Reappointment of San Mateo County Mosquito and Vector Control District Trustee ([Attachment](#))

**ACTION:** Motion and second (Keith/Ohtaki) to reappoint Valentina Cogoni as Menlo Park Trustee to the San Mateo County Mosquito and Vector Control District for a 2-year term expiring December 2015 passes unanimously.

**B2.** Consider applicants for appointment to fill three vacancies on the Housing Commission ([Staff report # 13-179](#))  
City Clerk Aguilar provided a brief summary of the Housing Commission vacancies.

**ACTION:** Motion and second (Keith/Ohtaki) to appoint the three applicants to fill the three vacancies on the Housing Commission passes unanimously.

**ACTION:** Motion and second (Cline/Keith) to appoint Carolyn Clarke to a term expiring April 30, 2016 and Lucy Calder and Michele Tate to terms expiring April 30, 2017.

## B. PUBLIC COMMENT #1

- Jack Morris spoke regarding parking issues at dance studio on Oak Grove Avenue next to Foster's Freeze

## C. CONSENT CALENDAR

**D1.** Adopt **Resolution 6172** approving the City Council subcommittee recommendations regarding the 2013-14 Community Funding allocation in the amount of \$143,000 ([Staff report #13-183](#))

**D2.** Approve funding of \$8700 for the Greyhounds Youth Football Program and the Menlo Atherton Viking Cheerleading Team ([Staff report #13-201](#))

**D3.** Approve the annual report of the Below Market Rate (BMR) Housing Program, including the status of the BMR in-lieu fees collected as of June 30, 2013, in accordance with Government Code Section 66000 et.seq. ([Staff report #13-184](#))

**D4.** Adopt **Resolution 6173** appropriating \$150,000 from the Transportation Impact Fee Fund Balance for the Willow Road/VA Hospital Entrance/Durham Street Signal Modification Project ([Staff report #13-186](#))

- D5.** Authorize the City Manager to award a contract to Towne Ford Sales in the amount of \$184,143 for the purchase of six police vehicles; award a contract to Priority 1 Public Safety Equipment in the amount of \$57,344 for the purchase and installation of emergency equipment; and authorize a total budget of \$247,487 for the purchase of the vehicles, equipment and contingencies ([Staff report #13-180](#))
- D6.** Authorize the Public Works Director to accept the work performed by Precision Emprise, Inc. for the Sidewalk Trip Hazard Removal Project Phase 2 ([Staff report #13-181](#))
- D7.** Authorize the Public Works Director to accept the work performed by VSS International, Inc. for the 2013-2014 Slurry Seal Project ([Staff report #13-182](#))
- D8.** Extend existing contract with CB&I in an amount not to exceed \$128,575 for engineering services to monitor, operate, maintain, repair, sample and report on the Bedwell Bayfront Park Leachate Collection System; and authorize the City Manager to extend the contract annually for up to three additional years ([Staff Report #13-190](#))
- D9.** Adopt a **Resolution 6174** appropriating \$8,093 from the Transportation Impact Fee fund balance, award a construction contract for the Oak Grove Avenue and Merrill Street Intersection In-Pavement Lighted Crosswalk Project to Bear Electrical Solutions, Inc., in the amount of \$30,110 and authorize a total budget of \$37,640 for construction, contingencies, inspection and project management ([Staff report #13-189](#))
- D10.** Authorize the City Manager to execute a funding agreement with City/County Association of Governments for the Willow Road Improvements at Newbridge Street and Bayfront Expressway Design Project for an amount of \$89,096 and subsequent agreements ([Staff report #13-194](#))
- D11.** Approve the following actions related to staffing in the Community Development Department: (1) Authorize the City Manager to sign an amended contract with Metropolitan Planning Group for Contract Planning Services; (2) Appropriate \$1.1 million for Contract Building Plan Check and Inspection Services; (3) Authorize the City Manager to sign an amended contract with Interwest Consulting Group, Inc. for Contract Building Plan Check and Inspection Services; and (4) Extend the terms for two limited term Planning Positions ([Staff report #13-195](#))
- D12.** As Successor Agency, consider adopting **Resolution 6176** of the Successor Agency to The Community Development Agency of the City Of Menlo Park approving an amendment to the amended and reinstated letter of credit and reimbursement agreement and authorizing certain actions in connection therewith ([Staff report #13-200](#))
- D13.** Accept minutes for the Council meetings of October 1, 15, 28, November 4 & 12, 2013 ([Attachment](#))
- D14.** Adopt a **Resolution 6175** designating the Menlo Park Office of Economic Development as the official Economic Development Agency of the City of Menlo Park for purposes of interacting with the California State Employment Development Department ([Staff report #13-199](#))

Mayor Mueller requested Item D2, *Approve funding of \$8700 for the Greyhounds Youth Football Program and the Menlo Atherton Viking Cheerleading Team*, be continued to the first Council meeting in January 2014.

Staff responded to Mayor Pro Tem Carlton's question regarding Item D9 and the installation of flood lighting.

Mayor Mueller requested Item D12, *Consider adopting a resolution of the Successor Agency to The Community Development Agency of the City Of Menlo Park approving an amendment to the amended and reinstated letter of credit and reimbursement agreement and authorizing certain actions in connection therewith*, be pulled from the Consent Calendar for further discussion.

**ACTION:** Motion and second (Cline/Ohaki) to approve Consent Calendar items D1, D3-D11, D13 and D14 passes unanimously.

Assistant City Manager Jerome-Robinson and Consultant John Palmer responded to Council questions regarding Item D12.

**ACTION:** Motion and second (Ohtaki/Carlton) as Successor Agency, adopt **Resolution 6176** of the Successor Agency to the Community Development Agency of the City Of Menlo Park approving an amendment to the amended and reinstated letter of credit and reimbursement agreement and authorizing certain actions in connection therewith passes unanimously.

**D. PUBLIC HEARINGS – None**

**F. REGULAR BUSINESS**

- F1.** Review and provide feedback on the implementation programs of the adopted Housing Element (2007-2014) and 2) Authorize the City Manager to incorporate Council's direction on the preliminary Draft Housing Element Update (2014-2022) and then submit the draft Housing Element to the State Department of Housing and Community Development for review and comment ([Staff report #13-196](#)) ([Presentation](#))

Staff presentation by Deanna Chow, Senior Planner

Public Comment:

- Shawn Sasse spoke in opposition to the zoning overlay for emergency homeless shelter in Area E
- Adina Levin spoke in favor of staff recommendations regarding the Housing Element
- Henry Riggs spoke regarding secondary housing units
- Cherie Zaslowsky expressed concerns regarding placement of a homeless shelter downtown and that it should be placed near the Veteran's Administration facility

- F2.** Approve Laurel Street parking restrictions adjacent to Nativity School ([Staff report #13-193](#)) ([Presentation](#))

Staff presentation by Jesse Quirion, Transportation Manager

Public Comment:

- Russ Castle, Nativity School, expressed concern regarding loss of parking
- Erin Glanville, Menlo-Atherton Parent Teacher Association, spoke regarding safety concerns
- Adina Levin spoke regarding a potential program at Nativity School that encourages walking, biking and carpooling

**ACTION:** Motion and second (Keith/Ohtaki) to approve Laurel Street parking restrictions adjacent to Nativity School with a friendly amendment by Mayor Mueller to come back with a status report regarding the on-street parking and bike lane costs passes unanimously.

Regular Business item F4 is called out of order.

**F4.** Consider approval of the terms of an agreement between the City of Menlo Park and the American Federation of State, County and Municipal Employees, Local 829  
([Staff report #13-187](#)) ([Presentation](#))

Staff presentation by Gina Donnelly, Human Resources Director

Public Comment:

- Mickie Winkler requested Council to postpone taking action on this item so the public may get further clarification and analysis on fiscal impacts
- Henry Riggs spoke in support of contracting out services and private sector hiring

**ACTION:** Motion and second (Cline/Ohtaki) to approve the terms of an agreement between the City of Menlo Park and the American Federation of State, County and Municipal Employees, Local 829 passes 4-1 (Mueller dissents).

**F3.** Introduction of an Ordinance adopting the 2013 California Building Standards Code and local amendments ([Staff report #13-185](#))

Community Development Director Arlinda Heineck and Building Official Ron La France responded to Council questions.

**ACTION:** Motion and second (Cline/Ohtaki) to introduce an ordinance adopting the 2013 California Building Standards Code and local amendments passes unanimously.

**F5.** Consider adopting salary ranges for non-represented and confidential employees, provide feedback on the Council policy regarding setting salary ranges, authorize the City Manager to administer salary increase within the range and authorize the City Manager to distribute one time bonuses of up to \$5,000 ([Staff report #13-191](#)) ([Presentation](#))

Staff presentation by Starla Jerome-Robinson, Assistant City Manager

Public Comment:

- Mickie Winkler expressed concerns regarding the size of staff and recommended a staff reduction plan
- Henry Riggs supports giving the City Manager authority to set salaries and provide bonuses, but that increases and bonuses be based on performance

**ACTION:** Motion and second (Keith/Ohtaki) to adopt **Resolution 6177** approving salary ranges for non-represented and confidential employees and authorizing the City Manager to administer salary increases within the range and authorize the City Manager to distribute one time bonuses of up to \$5,000 passes unanimously

**F6.** Discuss recommendations for various seats for determination at the City Selection Committee meeting scheduled for December 13, 2013 ([Staff report #13-188](#))

City Clerk Aguilar introduced the item. There are no contested seats.

Council concurred unanimously that Mayor Mueller will vote to affirm all candidates for the seats they are seeking at the December 13, 2013 City Selection Committee meeting.

**F7.** 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 of September 30  
([Staff report # 13-173](#)) – Continued from November 19, 2013
- I2. Review of the City's Investment Portfolio as of September 30  
([Staff report # 13-174](#)) – Continued from November 19, 2013
- I3. Quarterly review of Economic Development  
([Staff report # 13-175](#)) – Continued from November 19, 2013

**J. COUNCILMEMBER REPORTS**

**K. PUBLIC COMMENT #2**

The meeting adjourned at 12:58 a.m. on December 11, 2013.



Pamela Aguilar  
City Clerk

These minutes were approved at the Council meeting of January 14, 2014.