



CITY COUNCIL SPECIAL AND REGULAR MEETING MINUTES

Tuesday, June 17, 2014

6:45 P.M.

701 Laurel Street, Menlo Park, CA 94025

City Council Chambers

Mayor Mueller participated for a portion of the meeting via telephone
from Park Plaza Beijing
97 Jinbao St, Dongcheng, Beijing, China

6:45 P.M. CLOSED SESSION (1st floor Council Conference Room, Administration Building)

Mayor Pro Tem Carlton called the Closed Session to order at 6:45 p.m. Mayor Mueller and Council members Cline and Keith were absent. Due to a lack of quorum, no closed session was held.

CL1. Closed session conference with legal counsel pursuant to Government Code Section 54956.9(d)(2) regarding potential litigation: 1 case

7:00 P.M. REGULAR SESSION

Mayor Pro Tem Carlton called the meeting to order at 7:15 p.m. Councilmember Cline and was absent and Councilmember Keith arrived late.

ANNOUNCEMENTS

Mayor Pro Tem Carlton announced that Mayor Mueller will call in to the meeting from Beijing, China.

Mayor Pro Tem Carlton led the pledge of allegiance.

REPORT FROM CLOSED SESSION

No closed session was held.

Councilmember Keith arrived at 7:21 p.m.

A. PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation for the Lions Club recognizing their 25 years of contributions to the City's 4th of July celebration ([attachment](#))

Jim Bigelow, Menlo Park Host Lions Blue Secretary/Treasurer accepted the proclamation. Joe McLoughlin, Tony Cuvi and John Fenstermaker were also present.

Additional proclamations were presented recognizing departing Public Works Director Chip Taylor ([attachment](#)) and departing Environmental Programs Manager Rebecca Fotu ([attachment](#))

A2. Presentation by Pat Brown of San Mateo County regarding the North Fair Oaks Forward - Middlefield Road Redesign Project ([presentation](#))([handout](#))

Pat Brown made a presentation.

At this point, 7:40 p.m., Mayor Mueller called in to the meeting from Beijing, China.

Item F1 is was called out of order so that Mayor Mueller may participate.

F1. Adopt Resolutions: Adopting the 2014-15 Budget and Capital Improvement Program; Establishing the appropriations limit for 2014-15; Establishing a consecutive temporary tax percentage reduction in Utility Users' Tax rates; Determining the continued need for imposition of the Utility Users' Tax per section 3.14.310 of the municipal code; and adopting the salary schedule for 2014-15 ([Staff report #14-110](#))

Staff presentation by Finance Director Drew Corbett ([presentation](#))

ACTION: Motion and second (Keith/Ohtaki) to adopt five resolutions with the friendly amendment that up to two of the proposed seven positions be permanent full-time positions where needed passes 4-0-1 (Cline absent):

1. **Resolution 6206** adopting the 2014-15 Budget and Capital Improvement Program
2. **Resolution 6207** establishing the appropriations limit for 2014-15
3. **Resolution 6208** establishing a consecutive temporary tax percentage reduction in Utility Users' Tax rates
4. **Resolution 6209** determining the continued need for imposition of the Utility Users' Tax per section 3.14.310 of the municipal code
5. **Resolution 6210** adopting the salary schedule for 2014-15

At this point, 8:12 p.m., Mayor Mueller left the meeting.

A3. Presentation by Edmund Harris regarding Satellite Campus Initiative ([presentation](#)) ([handout](#))

Edmund Harris of BABA Educational Services, Tom Mohr and Calvin Beckum made a presentation. There was consensus by Council to agendaize this topic for a future Council meeting to approve a letter of support for the project.

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Housing Commission quarterly report on the status of their 2 Year Work Plan
Commission Chair Carolyn Clarke reported that the Commission has advised the Council by providing feedback on four below market rate in-lieu agreements, two below market rate units, two Housing Element updates, the General Plan update and a recent proposal from MidPen for affordable senior housing.

C. PUBLIC COMMENT #1

- Fran Dehn, Chamber of Commerce, announced Off the Grid, the Summer Concert Series and the Downtown Block Party all taking place on June 18th

D. CONSENT CALENDAR

Staff requested Item D9, Minutes of the June 3rd Council Meeting, be pulled and continued to the July 15th Council meeting.

Mayor Pro Tem Carlton pulled Item D5 for further discussion.

D1. Adopt **Resolution 6211:** a) Calling and giving notice of holding a general municipal election for three seats on the Menlo Park City Council; b) Requesting that the City Council consolidate the election with the Gubernatorial General Election to be held on November 4, 2014; and, c) Contracting with the San Mateo County Chief Elections Officer for election services ([Staff report #14-111](#))

D2. Authorize the City Manager to enter into a one year contract with Hello Housing in an amount not to exceed \$35,000 with an option to renew for up to three additional years for management of the City's Below Market Rate Housing Program and Purchase Assistance and Rehab Loan Portfolios ([Staff report #14-106](#))

- D3.** Authorize the City Manager to enter into a contract with Kidango Foods in an amount not to exceed \$76,058 for the delivery of food services at the Belle Haven Child Development Center for Fiscal Year 2014-15 ([Staff report #14-107](#))
- D4.** Authorize the City Manager to enter into a contract with Folger graphics in an amount not to exceed \$68,000 for printing and postage for the activity guide and Menlo Focus newsletter for fiscal year 2014-15 ([Staff report #14-116](#))
- D5.** Approve a resolution authorizing the City Manager to execute an agreement with the Bay Area Climate Collaborative, ABM, and ChargePoint to install four electric vehicle charging stations in Menlo Park with grant funds from the California Energy Commission ([Staff report #14-115](#))
- D6.** Approve removing all rebate caps for the Lawn Be Gone program for residential, commercial, and multifamily accounts ([Staff report #14-112](#))
- D7.** Authorize the City Manager to enter into master professional agreements with Kutzman and Associates, Shums Coda Associates, Interwest Consulting Group, and John J. Heneghan, Consulting Geotechnical and Civil Engineer for building permitting and inspection contract services ([Staff report #14-109](#))
- D8.** Authorize the City Manager to enter into a contract with BEAR Data Solutions in an amount not to exceed \$150,000 for contract assistance in Information Technology for fiscal year 2013-14 and 2014-15 ([Staff report #14-118](#))
- D9.** Accept Council minutes for the meetings of June 3, 2014 – Continued to July 15, 2014

ACTION: Motion and second (Ohtaki/Keith) to approve all items on the Consent Calendar, except items D5 and D9, passes 3-0-2 (Cline and Mueller are absent).

ACTION: Motion and second (Ohtaki/Keith) to approve Item D5, Approve **Resolution 6212** authorizing the City Manager to execute an agreement with the Bay Area Climate Collaborative, ABM, and ChargePoint to install four electric vehicle charging stations in Menlo Park with grant funds from the California Energy Commission, passes 3-0-2 (Cline and Mueller are absent).

E. PUBLIC HEARING

- E1.** Adopt a resolution overruling protests, ordering the improvements, confirming the diagram, and ordering the levy and collection of assessments at the existing fee rates for the sidewalk assessments and increasing the fee rates by 2.99% for the tree assessments for the City of Menlo Park landscaping assessment district for fiscal year 2014-15 ([Staff report #14-108](#))

Staff presentation by Assistant Public Works Director Ruben Nino

Mayor Pro Tem Carlton opened the Public Hearing. There was no public comment.

Motion and second (Ohtaki/Keith) to close the Public Hearing passes 3-0-2 (Cline and Mueller are absent).

ACTION: Motion and second (Ohtaki/Keith) to adopt **Resolution 6213** overruling protests, ordering the improvements, confirming the diagram, and ordering the levy and collection of assessments at the existing fee rates for the sidewalk assessments and increasing the fee rates by 2.99% for the tree assessments for the City of Menlo Park landscaping assessment district for fiscal year 2014-15 passes 3-0-2 (Cline and Mueller are absent).

F. REGULAR BUSINESS

F1. Adopt Resolutions: Adopting the 2014-15 Budget and Capital Improvement Program; Establishing the appropriations limit for 2014-15; Establishing a consecutive temporary tax percentage reduction in Utility Users' Tax rates; Determining the continued need for imposition of the Utility Users' Tax per section 3.14.310 of the municipal code; and adopting the salary schedule for 2014-15 ([Staff report #14-110](#))

This item was heard earlier in the meeting.

F2. Authorize City Manager to enter into a contract with PlaceWorks in an amount not to exceed \$1,650,000 for the General Plan update and M-2 Area Zoning update and authorize the formation of a General Plan Advisory Committee ([Staff report #14-117](#))

No staff presentation. Development Services Manager Justin Murphy and Public Works staff members are present for Council questions.

Public Comment:

- Jason Chang, CS Bio, thanked the Council for support expressed appreciation for the M-2 Area update
- Ann Draper, League of Women Voters, speaking as an individual in support of the updates
- Adina Levin spoke regarding multi modal level of service for transportation and metrics

ACTION: Motion and second (Ohtaki/Keith) to enter into a contract with PlaceWorks in an amount not to exceed \$1,650,000 for the General Plan update and M-2 Area Zoning update and authorize the formation of a General Plan Advisory Committee passes 3-0-2 (Cline and Mueller are absent).

There was also clarification that two of the five Council-appointed seats may be occupied by Councilmembers, and that Council has discretion to approve or deny the recommendations of the Commissions for the six remaining Commission seats.

F3. Receive annual community greenhouse gas inventory information and approve updated five year Climate Action Plan strategy ([Staff report #14-113](#))

Staff presentation by Environmental Programs Manager Rebecca Fotu ([presentation](#))

Public Comment:

- Adina Levin spoke regarding Transportation Management Association

ACTION: Motion and second (Ohtaki/Keith) to receive annual community greenhouse gas inventory information and approve updated five year Climate Action Plan strategy passes 3-0-2 (Cline and Mueller are absent).

F4. Approve Option B for City Hall Improvements and authorize the City Manager to execute any necessary contracts associated with the City Hall Improvements and the Carpet Replacement Project ([Staff report #14-119](#))

Staff presentation by Interim Public Works Director Jesse Quirion and Assistant Public Works Director Ruben Nino ([presentation](#))

There was consensus by Council to continue this item to the July 15th Council meeting.

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

No staff reports. Staff was available for questions.

- I1. Belle Haven Child Development Center self-evaluation report for the Child Development Division of the California Department of Education for fiscal year 2013-2014
([Staff report #14-105](#))
- I2. Overview of the schedule for the scoping of the Environmental Impact Report for the 1300 El Camino Real Project ([Staff report #14-114](#))

J. COUNCILMEMBER REPORTS

K. PUBLIC COMMENT #2

There was no public comment.

L. ADJOURNMENT at 11:00 p.m.


Pamela Aguilar
City Clerk

These minutes were approved at the Council meeting of August 19, 2014.