



**CITY COUNCIL  
SPECIAL AND REGULAR MEETING  
MINUTES**

**Tuesday, June 16, 2015 at 6:30 PM  
City Council Chambers  
701 Laurel Street, Menlo Park, CA 94025**

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**6:30 P.M. CLOSED SESSION (Administration Building, 1<sup>st</sup> Floor Conference Room)**

Mayor Carlton called the Closed Session to order at 6:30 p.m. All Councilmembers were present.

There was no public comment.

**CL1.** Closed Session pursuant to Government Code Section §54957.6 to conference with labor negotiators regarding labor negotiations with Menlo Park Police Officers' Association (POA)

Attendees: City Manager Alex McIntyre, Acting City Attorney Leigh Prince, Human Resources Director Gina Donnelly, Finance Director Drew Corbett, Labor Counsel Charles Sakai

**7:00 P.M. REGULAR SESSION**

Mayor Carlton called the meeting to order at 7:00 p.m. All Council members were present.

Staff present:

City Manager Alex McIntyre, Acting City Attorney Leigh Prince, City Clerk Pamela Aguilar

Mayor Carlton led the pledge of allegiance.

**REPORT FROM CLOSED SESSION**

Mayor Carlton stated there is no reportable action from the Closed Session held earlier this evening.

**ANNOUNCEMENTS**

Mayor Carlton made the following announcements:

(1) Agenda item D-9 will not be heard tonight (2) Downtown block party on June 17th

**A. PRESENTATIONS AND PROCLAMATIONS**

**A1.** Proclamation honoring Sue Sartor on her retirement from Las Lomas Elementary School ([Attachment](#))

Sue Sartor accepted the proclamation.

**B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS**

**B1.** Bicycle Commission quarterly update on the status of its 2-year Work Plan  
([Attachment](#))

Commission Chair Bill Kirsch gave the report.

Public Comment:

- Matthew Zito, Sequoia Union High School District, spoke regarding traffic, safety and bike infrastructure at Menlo Atherton High School

**C. PUBLIC COMMENT #1**

- Brooke Cotter spoke regarding the Alma Street and Ravenswood Avenue traffic change
- Patti Fry spoke regarding Santa Cruz Avenue sidewalks

**D. CONSENT CALENDAR**

Mayor Carlton previously announced that Item D-9 would not be heard at this meeting. Councilmember Mueller pulled item D-10 for further discussion.

- D1.** Authorize two updated Memorandums of Understanding with the Ravenswood City School District ([Staff Report #15-108](#))
- D2.** Adopt **Resolution 6269** accepting dedication of public utility easement from Sharon Heights Golf and Country Club ([Staff Report #15-101](#))
- D3.** Authorize the City Manager to enter into a five-year contract with Mechanical Technologies Corporation for the preventative maintenance and repair services for HVAC within city buildings ([Staff Report #15-099](#))
- D4.** Adopt **Resolution 6270** supporting the US 101/Willow Road Interchange Project and submit an application to the Measure A Highway Program and authorize the City Manager to execute the necessary funding agreements ([Staff Report #15-103](#))
- D5.** Approve the installation of sharrows on bicycle facilities ([Staff Report #15-098](#))
- D6.** Authorize the City Manager to enter into an agreement with Golden State Flow Measurements, Inc. to provide water meters and supplies and authorize the option to renew the contract annually for up to five years ([Staff Report #15-105](#))
- D7.** Adopt **Resolution 6271** authorizing the City Manager to accept the SAFETEA-LU Federal Grant in the amount of \$202,400 and execute the Program Supplement Agreement No. N015 for the Willow Road Traffic Signal Modification Project Between Middlefield Road and Hamilton Avenue ([Staff Report #15-102](#))
- D8.** Authorize the City Manager to execute an agreement with Jones Hall, a Professional Law Corporation, for bond counsel and disclosure counsel services, not to exceed \$150,000 total, related to refinancing the outstanding debt of the former Community Development Agency, pending review by the City Attorney ([Staff Report #15-109](#))

**D9.** Approve and authorize the Mayor to executive a cultural exchange agreement with Nan Shan, China ([Staff Report #15-110](#)). **THIS ITEM WAS NOT HEARD.**

**D10.** Approve minutes for the Council meeting of June 2, 2015 ([Attachment](#))

**ACTION:** Motion and second (Cline/Ohtaki) to approve items D1-D8 on the Consent Calendar passes unanimously.

Regarding Item D-10, *Approve minutes for the Council meeting of June 2, 2015*, Councilmember Mueller requested corrections to agenda item E-1 and that the minutes be brought back for approval at the next Council meeting.

## **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 rate for sidewalk and tree assessments for the City of Menlo Park Landscaping Assessment District for fiscal year 2015-16 ([Staff Report #15-106](#))

Assistant Public Works Director Ruben Nino made a presentation.

Mayor Carlton opened the public hearing. There was no public comment.

Motion and second (Cline/Keith) to close the public hearing passes unanimously.

**ACTION:** Motion and second (Ohtaki/Keith) to adopt **Resolution 6272** overruling protests, ordering the improvements, confirming the diagram and ordering the levy and collection of assessments at the existing rate for sidewalk and tree assessments for the City of Menlo Park Landscaping Assessment District for fiscal year 2015-16 passes unanimously.

**E2.** Adopt a resolution to collect the regulatory fee at existing rates for the implementation of the local City of Menlo Park Storm Water Management Program for fiscal year 2015-16 ([Staff Report #15-100](#))

Assistant Public Works Director Ruben Nino made a presentation.

Mayor Carlton opened the public hearing. There was no public comment.

Motion and second (Cline/Ohtaki) to close the public hearing passes unanimously.

**ACTION:** Motion and second (Ohtaki/Cline) to adopt **Resolution 6273** to collect the regulatory fee at existing rates for the implementation of the local City of Menlo Park Storm Water Management Program for fiscal year 2015-16 passes unanimously.

**E3.** Adopt a resolution recommending that the San Mateo County Flood Control District impose basic charges at existing rate and increase the additional charges by 2.53 percent for funding the fiscal year 2015-16 Countywide National Pollutant Discharge Elimination System General Program ([Staff Report #15-096](#))

Assistant Public Works Director Ruben Nino made a presentation.

Mayor Carlton opened the public hearing. There was no public comment.

Motion and second (Ohtaki/Keith) to close the public hearing passes unanimously.

**ACTION:** Motion and second (Keith/Ohtaki) to adopt **Resolution 6274** recommending that the San Mateo County Flood Control District impose basic charges at existing rate and increase the additional charges by 2.53 percent for funding the fiscal year 2015-16 countywide National Pollutant Discharge Elimination System general program passes unanimously.

**E4.** Adopt a resolution to abandon public right-of-way, sidewalk easements, and public utility easements within the Mid-Peninsula Housing Project at 1221-1275 Willow Road ([Staff Report #15-104](#))

Senior Civil Engineer Theresa Avedian made a presentation.

Mayor Carlton opened the public hearing. There was no public comment.

Motion and second (Ohtaki/Cline) to close the public hearing passes unanimously.

**ACTION:** Motion and second (Cline/Ohtaki) to adopt **Resolution 6275** to abandon public right-of-way, sidewalk easements, and public utility easements within the Mid-Peninsula Housing Project at 1221-1275 Willow Road passes unanimously.

## **F. REGULAR BUSINESS**

**F1.** Adopt resolutions: adopting the 2015-16 Budget and Capital Improvement Program; establishing the appropriations limit for 2015-16; establishing a consecutive temporary tax percentage reduction in Utility Users' Tax rates; and adopting the salary schedule for 2015-16

([Staff Report #15-097](#))([Presentation](#))([Handout1](#))([Handout2](#))

Finance Director Drew Corbett introduced the item. City Manager Alex McIntyre made a presentation.

Public Comment:

- Mickie Winkler asked Council to hire a consultant to examine positions and functions that can be outsourced in order to reduce staff size

There was Council consensus to table the 2015-16 budget and capital improvement program item. Staff was directed to review and provide potential strategies for balancing the budget including re-evaluation of headcount and reducing General Fund expenditures without reliance on General Fund reserves.

**ACTION:** Motion and second (Ohtaki/Cline) to adopt **Resolution 6276** establishing the appropriations limit for 2015-16 passes unanimously.

**ACTION:** Motion and second (Keith/Ohtaki) to adopt **Resolution 6277** adopting the salary schedule for 2015-16 passes unanimously.

**ACTION:** Motion and second (Ohtaki/Keith) to adopt **Resolution 6278** establishing a consecutive temporary tax percentage reduction in Utility Users' Tax rates passes 3-0-2 (Mayor Carlton and Councilmember Mueller abstain).

**F2.** Authorize the City Manager to 1) release the Notice of Preparation for the ConnectMenlo (General Plan & M-2 Area Zoning Update) Environmental Impact Report, 2) release the Notice of Preparation for the Facebook Campus Expansion Project Environmental Impact Report located at 300-309 Constitution Drive, and 3) amend a contract with ICF International to complete the environmental and fiscal review for the Facebook Campus Expansion Project, including future augments as necessary ([Staff Report #15-107](#))([Presentation](#))

Assistant Community Development Director Justin Murphy introduced the item. Charlie Knox of Placeworks made a presentation.

Public Comment:

- Jon Johnston, Menlo Park Fire Protection District, spoke regarding traffic and the impact on services of the development. He provided a map of 2014 responses throughout district and where critical services are taking place ([handout](#))
- Adina Levin provided an update regarding the ConnectMenlo process

**ACTIONS:**

- (1) Motion and second (Keith/Ohtaki) to authorize the City Manager of Menlo Park to release the Notice of Preparation for the ConnectMenlo (General Plan & M-2 Area Zoning Update) Environmental Impact Report with addition of language regarding combined buildout potential on page 272 of the agenda packet passes unanimously.
- (2) Motion and second (Ohtaki/Cline) to release the Notice of Preparation for the Facebook Campus Expansion Project Environmental Impact Report located at 300-309 Constitution Drive passes unanimously.
- (3) Motion and second (Keith/Ohtaki) to amend a contract with ICF International to complete the environmental and fiscal review for the Facebook Campus Expansion Project, including future augments as necessary passes unanimously.

**G. CITY MANAGER'S REPORT – None**

**H. WRITTEN COMMUNICATION – None**

**I. INFORMATIONAL ITEMS – None**

**J. COUNCILMEMBER REPORTS**

Mayor Carlton reported that she will be traveling to China in July as part of a mayors' tour.

**K. PUBLIC COMMENT #2**

There was no public comment.

**ADJOURNMENT** at 10:47 p.m.



Pamela Aguilar  
City Clerk

These minutes were approved at the Council meeting of July 21<sup>st</sup>, 2015.