



SPECIAL AND REGULAR MEETING MINUTES

Date: 10/9/2018
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

7:00 p.m. Regular Session

A. Call to Order

Mayor Ohtaki called the meeting to order at 7:06 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Mueller, Ohtaki

Absent:

Staff: City Manager Alex D. McIntyre, Assistant City Attorney Cara Silver, City Clerk Judi A. Herren

C. Pledge of Allegiance

Mayor Ohtaki led the Pledge of Allegiance.

D. Presentations and Proclamations

D1. Certificates of Recognition to the 2018 Bizen, Japan Student Exchange ambassadors (Attachment)

Assistant to the City Manager Clay Curtin made a presentation.

Mayor Ohtaki made a presentation and handed out the certificates of recognition.

Assistant City Manager Nick Pegueros introduced Interim Library Services Director Sean Reinhart.

Community Services Director introduced Assistant Director of Community Services Adriane Lee-Bird.

Mayor Ohtaki reminded the audience of the lane shift on the Willow Road and highway 101 interchange.

Mayor Ohtaki also reordered the Regular Business items, moving item I4 after I1.

E. Report from Closed Session

E1. Report on action taken in Closed Session, if required, pursuant to Government Code §54957.1

No report from closed session.

F. Public Comment

- Jim Lewis read the friendship agreement between Menlo Park and Galway Ireland and presented a video (Attachment).
- Andrew Boone spoke in favor of raising the minimum wage and expressed his support for City

Council candidates.

- Jen Wolosin requested that the Transportation Master Plan be brought back to the Complete Streets Commission to increase transparency, spoke in support of the proposed Oak Grove parking recommendations, and requested that communication between contractors and residents be improved during the street resurfacing project.

G. Commission Report

G1. Sister Cities Committee Report

Pushed to future meeting.

H. Consent Calendar

H1. Accept the City Council meeting minutes for August 28 and September 11, 2018

H2. Approve amendments to the unrepresented management bonus program (Staff Report #18-186-CC)

H3. Approve the 2018-19 investment policy for the City and the former Community Development Agency of Menlo Park (Staff Report #18-188-CC)

- Andrew Boone asked if this was a citywide investment policy.

Mayor Ohtaki provided clarification on types and stability of investments being made.

H4. Approve the response to the San Mateo County Civil Grand Jury report regarding restricting smoking in multiunit housing properties (Staff Report #18-181-CC)

H5. Approve scope of analysis regarding the financial feasibility of the City of Menlo Park's below market rate inclusionary housing requirement (Staff Report #18-180-CC)

- Karen Grove requested a calculation for the point of indifference to be included in the scope of work.
- Andrew Boone spoke in support of the below market rate program and request that higher rates be studied.

City Council requested the calculations for the point of indifference for one, two, and three units, the number of units required to go to 20 percent, and a two percent buffer for teachers and emergency workers to be included in the study. The also concurred that an extra \$20,000 be included for the additions made to the study. City Council requested that after staff meets with BAE Urban Economics, Inc. (BAE) regarding splitting the feasibility study into either 20, 50, 100, and 200 or 30, 30-90, and 90+ units to return to City Council as an informational item.

H6. Introduce, read and waive further reading of Ordinance No. 1049 amending the City Manager's powers and duties to include design approval authority (Staff Report #18-185-CC)

H7. Authorize the City Manager to amend the contract amount for the 2018-19 Public Works maintenance services contracts up to the City Council budget amount and extend the contract term

with Significant Cleaning Services (Staff Report #18-184-CC)

- H8. Award contracts totaling \$873,767 to Towne Ford Sales, Sonsray Machine LLC., San Leandro, Turf Star Western, Western Truck Fabrication, Priority 1 Safety and Enterprise Fleet Management for vehicle and equipment replacement, outfitting settings and contingency (Staff Report #18-189-CC)

City Councilmember Keith received confirmation that the Environmental Quality Commission is looking to add more objectives to the environmental purchasing policy including timelines for a 50 percent or more electric vehicle fleet. City Councilmember Carlton commented she met engineers from Tesla and they are working on making Ford F150's into electric vehicles.

ACTION: Motion and second (Cline/Carlton) to approve the consent calendar, passed unanimously.

I. Regular Business

- I1. Approve the library needs assessment for the Belle Haven neighborhood and direct staff to begin a space needs assessment for a new Belle Haven branch library (Staff Report #18-187-CC)

Assistant Library Services Director Nick Szegda made the presentation (Attachment). Also present were Jerod Turner and Kimberly Wong for Gensler.

- Andrew Boone spoke in favor of the project and suggested considering a larger square footage.
- Jacqui Cebrian spoke in support of moving forward with the project.
- Pamela Jones spoke in support of the community outreach and to begin the study.
- Cecilia Taylor spoke in favor of the study but suggested speeding up the timeline.

The City Council requested Gensler contact and receive input from all stakeholders.

ACTION: Motion and second (Keith/Carlton) to approve the library needs assessment for the Belle Haven neighborhood and direct staff to begin a space needs assessment for a new Belle Haven branch library, passed unanimously.

- I2. Approve the terms of a supplemental agreement between the City of Menlo Park and the American Federation of County, State, and Municipal Employees Local 829 expiring June 30, 2021 (Staff Report #18-183-CC)

Administrative Services Director Lenka Diaz made the presentations (Attachment).

The City Council received clarification on the cost savings of extending the current agreement.

ACTION: Motion and second (Cline/Ohtaki) to approve the terms of a supplemental agreement between the City of Menlo Park and the American Federation of County, State, and Municipal Employees Local 829, passed unanimously.

- I3. Approve the terms of a supplemental agreement between the City of Menlo Park and the Service Employees International Union Local 521 expiring June 30, 2021 (Staff Report #18-182-CC)

Administrative Services Director Lenka Diaz made the presentation (Attachment).

The City Council received clarification on the cost savings of extending the current agreement.

ACTION: Motion and second (Cline/Ohtaki) to approve the terms of a supplemental agreement between the City of Menlo Park and the Service Employees International Union Local 521, passed unanimously.

14. Provide direction on the appointment of an Interim City Manager and establish a City Council Subcommittee to oversee the selection process of a permanent City Manager (Staff Report #18-190-CC)

City Manager Alex McIntyre and Administrative Services Director Lenka Diaz made the presentation.

- Alex Boone thanked Alex McIntyre for his service. He also recommended that the newly elected City Council make the appointment and questioned how public input would be attained.
- Jen Wolosin thanked Alex McIntyre for his service. She also asked for clarification on the subcommittee.
- Julie Shanson recommended that the new City Council have the opportunity to appoint the new City Manager.

Mayor Ohtaki and City Councilmember Keith detailed the three-step process; appointing an interim city manager, executing a request for proposals for a recruiting firm, and begin the search for a permanent city manager. The City Council discussed the role for the current City Council and the role of the new City Council. The City Council appointed Mayor Ohtaki and Mayor Pro Tem Mueller to serve on the subcommittee; which will terminate on December 11.

ACTION: Motion and second (Keith/Carlton) to provide direction on the appointment of an interim city manager and appoint Ohtaki and Mueller to the subcommittee that oversee's the selection process of a new permanent city manager, passed unanimously.

J. City Manager's Report

City Councilmember Carlton reported out on the League of California Cities conference and her new position as president of the LGBTQ Caucus.

Mayor Pro Tem Mueller reported on the Global Climate Action Summit.

City Councilmember Keith informed the audience of a the Act Menlo Park program.

Mayor Ohtaki and City Councilmember Keith reported out on the general use permit subcommittee.

K. Councilmember Reports

L. Adjournment

Mayor Ohtaki adjourned the meeting at 9:51 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of October 23, 2018.

Certificate of Recognition

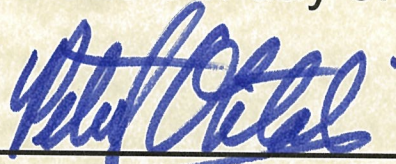
Presented to

Brian Way

For representing the City of Menlo Park as a community ambassador
promoting mutual understanding and friendship during the

2018 Cultural Exchange Trip to Bizen, Japan

Presented this 9th day of October, 2018



Peter Ohtaki
Mayor



Certificate of Recognition

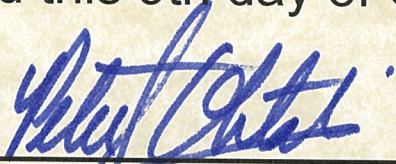
Presented to

Lynn Auslander

For representing the City of Menlo Park as a community ambassador
promoting mutual understanding and friendship during the

2018 Cultural Exchange Trip to Bizen, Japan

Presented this 9th day of October, 2018



Peter Ontaki
Mayor



Certificate of Recognition

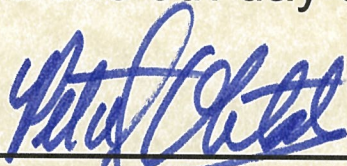
Presented to

Rosalynn Auslander

For representing the City of Menlo Park as a community ambassador
promoting mutual understanding and friendship during the

2018 Cultural Exchange Trip to Bizen, Japan

Presented this 9th day of October, 2018



Peter Ontaki
Mayor



Certificate of Recognition

Presented to

Osnat Loewenthal

For representing the City of Menlo Park as a community ambassador
promoting mutual understanding and friendship during the

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Presented this 9th day of October, 2018



Peter Ontaki
Mayor



Certificate of Recognition

Presented to

Teresa Epidendio

For representing the City of Menlo Park as a community ambassador
promoting mutual understanding and friendship during the

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Peter Ohtaki
Mayor



Certificate of Recognition

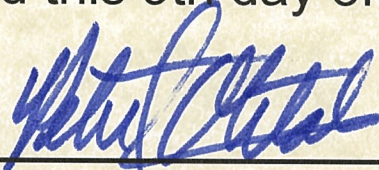
Presented to

Terri Epidendio

For representing the City of Menlo Park as a community ambassador
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Mayor



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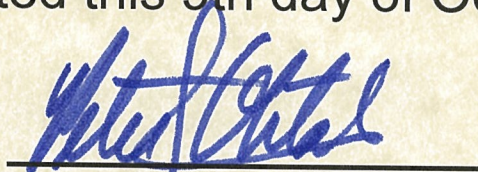
Presented to

Christopher Way

For representing the City of Menlo Park as a student ambassador
promoting mutual understanding and friendship during the

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Mayor



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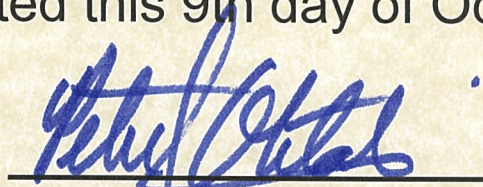
Presented to

Daniel Dallal

For representing the City of Menlo Park as a student ambassador
promoting mutual understanding and friendship during the

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Mayor



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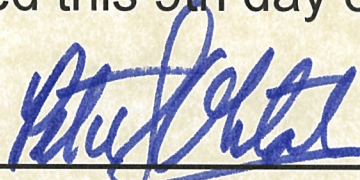
Presented to

Diane Johnson

For representing the City of Menlo Park as a student ambassador
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Peter Ohtaki
Mayor



Certificate of Recognition


Presented to

Emery Goldberg

For representing the City of Menlo Park as a student ambassador
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Peter Ohtaki
Mayor



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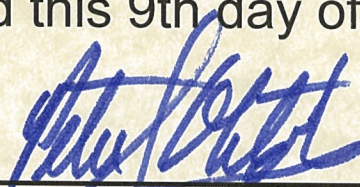
Presented to

Hannah Simon

For representing the City of Menlo Park as a student ambassador
promoting mutual understanding and friendship during the

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Peter Ohtaki
Mayor



Certificate of Recognition

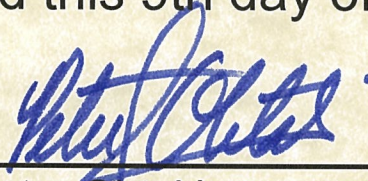
Presented to

Isabella Epidendio

For representing the City of Menlo Park as a student ambassador
promoting mutual understanding and friendship during the

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Presented this 9th day of October, 2018



Peter Ontaki
Mayor



Certificate of Recognition

Presented to

Isabella “Mezzy” Epidendio

For representing the City of Menlo Park as a student ambassador
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Peter Ohtaki
Mayor



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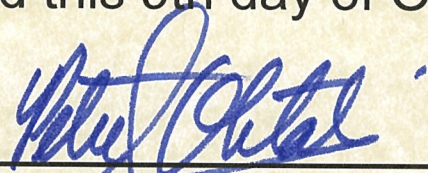
Presented to

Joshua Bates

For representing the City of Menlo Park as a student ambassador
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Peter Ohtaki
Mayor



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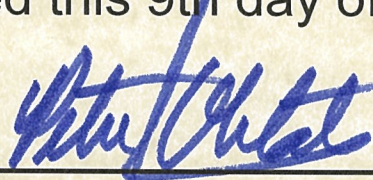
Presented to

Kai Doran

For representing the City of Menlo Park as a student ambassador
promoting mutual understanding and friendship during the

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Peter Ontaki
Mayor



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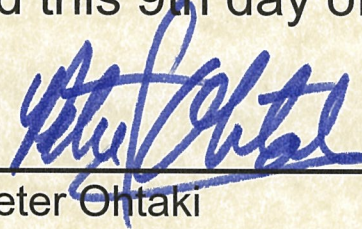
Presented to

Kiley Doran

For representing the City of Menlo Park as a student ambassador
promoting mutual understanding and friendship during the

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Presented this 9th day of October, 2018



Peter Ontaki
Mayor



Certificate of Recognition

Presented to

Mirabel Stoutamire

For representing the City of Menlo Park as a student ambassador
promoting mutual understanding and friendship during the

2018 Cultural Exchange Trip to Bizen, Japan

Presented this 9th day of October, 2018



Peter Ontaki
Mayor



Certificate of Recognition

Presented to

Nathalie Auslander

For representing the City of Menlo Park as a student ambassador
promoting mutual understanding and friendship during the

2018 Cultural Exchange Trip to Bizen, Japan

Presented this 9th day of October, 2018



Peter Ohtaki
Mayor



FRIENDSHIP AGREEMENT

Between

Galway City Council, Ireland

And

The City of Menlo Park, California, United States of America

Whereas, the cities of Menlo Park, California USA and Galway, Ireland share an historical bond from over 150 years ago when two Galway-men, Dennis J. Oliver and Daniel C. McGlynn, from the village of Menlo in the city of Galway, travelled to California and purchased a ranch they called Menlo Park; and

Whereas, they believe it is in the best interests of both cities that a 'Friendship Agreement' be advanced and signed between the City of Menlo Park, California and Galway City; and

Whereas, this Friendship Agreement will allow the further development of historical, heritage, educational and economic links between the two cities; and

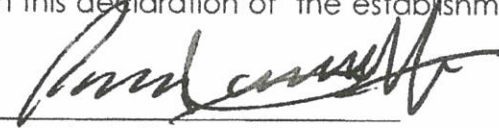
Whereas, both cities affirm their commitment to the advancement of friendly relations between our local authorities, our local institutions and between our residents.

Now, Therefore, Be It Resolved, that we, the Mayors of the City of Menlo Park, USA and Galway, Ireland affix our signatures on this declaration of the establishment of a Friendship Agreement.


Peter Onitaki, Mayor
City of Menlo Park

Oct. 17, 2013
Date




Cllr. Padraig Conneely, Mayor
City of Galway

17th October 2013
Date



**JIM LEWIS - REMARKS BEFORE THE
MENLO PARK CITY COUNCIL
OCTOBER 9, 2018**

Mayor Ohtaki and Council Members:

I'm Jim Lewis, the President of the Menlo Park Historical Association.

It is a pleasure to be here tonight to celebrate the Friendship Agreement between the City of Menlo Park and our international sister city, Galway, Ireland. Five years ago this month, a Friendship Agreement was signed by Mayor Peter Ohtaki and by the Galway Mayor, Padraig Conneely.

As a refresher, allow me to read into the record the Agreement.

"Whereas, the cities of Menlo Park, California USA and Galway, Ireland share an historical bond from over 150 years ago when two Galway men, Denis J. Oliver and Daniel C. McGlynn, from the village of Menlo in the city of Galway, travelled to California and purchased a ranch they called Menlo Park.

Whereas, they believe it is in the best interest of both cities that a Friendship Agreement be advanced and signed between the City of Menlo Park, California and Galway City, and

Whereas, the Friendship Agreement will allow the further development of historical, heritage, educational and economic links between the two cities; and

Whereas, both cities affirm their commitment to the advancement of friendly relations between our local authorities, our local institutions and between our residents.

Now, Therefore, Be It Resolved, that we, the Mayors of the City of Menlo Park, USA and Galway, Ireland affix our signatures on this declaration of the establishment of a Friendship Agreement."

Much has happened since that historic day, including multiple trips by Galway Mayors and citizens to Menlo Park and by Menlo Park Mayors and citizens traveling to Ireland.

I had time this summer to travel for the first time to Galway. I found it a hospitable and a friendly city. Its downtown is impressive. It has a world class university known as the National University of Ireland in Galway, or NUIG for short. I was even able to meet the Mayor. His name is Niall McNelis.

We are honored to have Mayor McNelis with us tonight on this historic occasion. You might be looking around the room to see him, but in this case, he comes to us electronically via a short video, which I'd like to share with you at this time. This will also conclude my remarks.

(video, approx. 1 ½ minutes)

Mayor Ohtaki

10-8-2018

I will be unable to attend the Council Meeting on Tues. 10-9-2018, but regarding the Regular Agenda item: 11. SR# 18-187-CC, (Branch Library Assessment) please consider the floor plan in this packet that I am proposing.

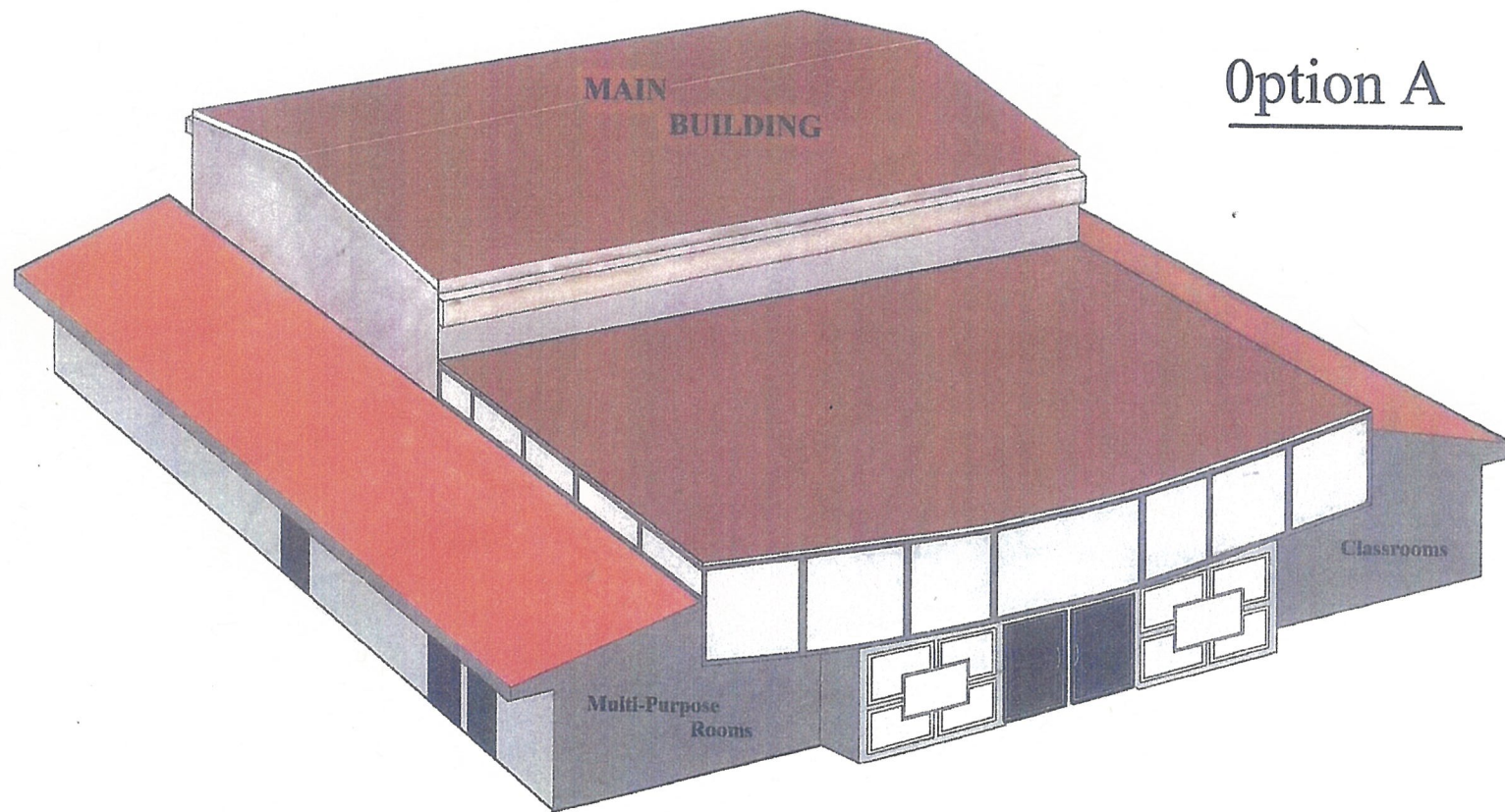
Thank You

**Matt Henry
1-650-325-1093
mhenry9522@aol.com**

City of Menlo Park

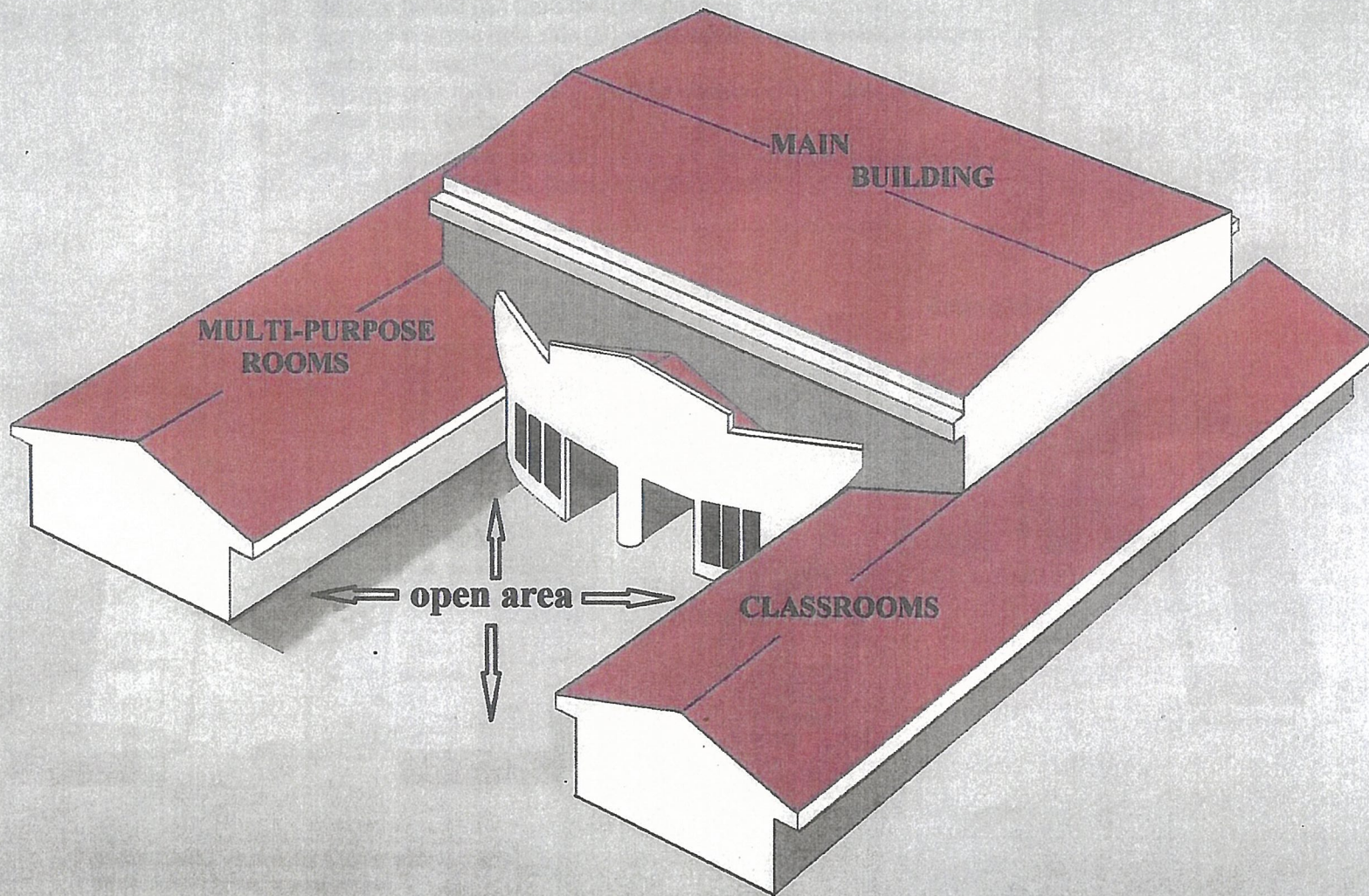
Branch Library

Option A



The Proposal:

Locate the library in the open area in front of the Community Center

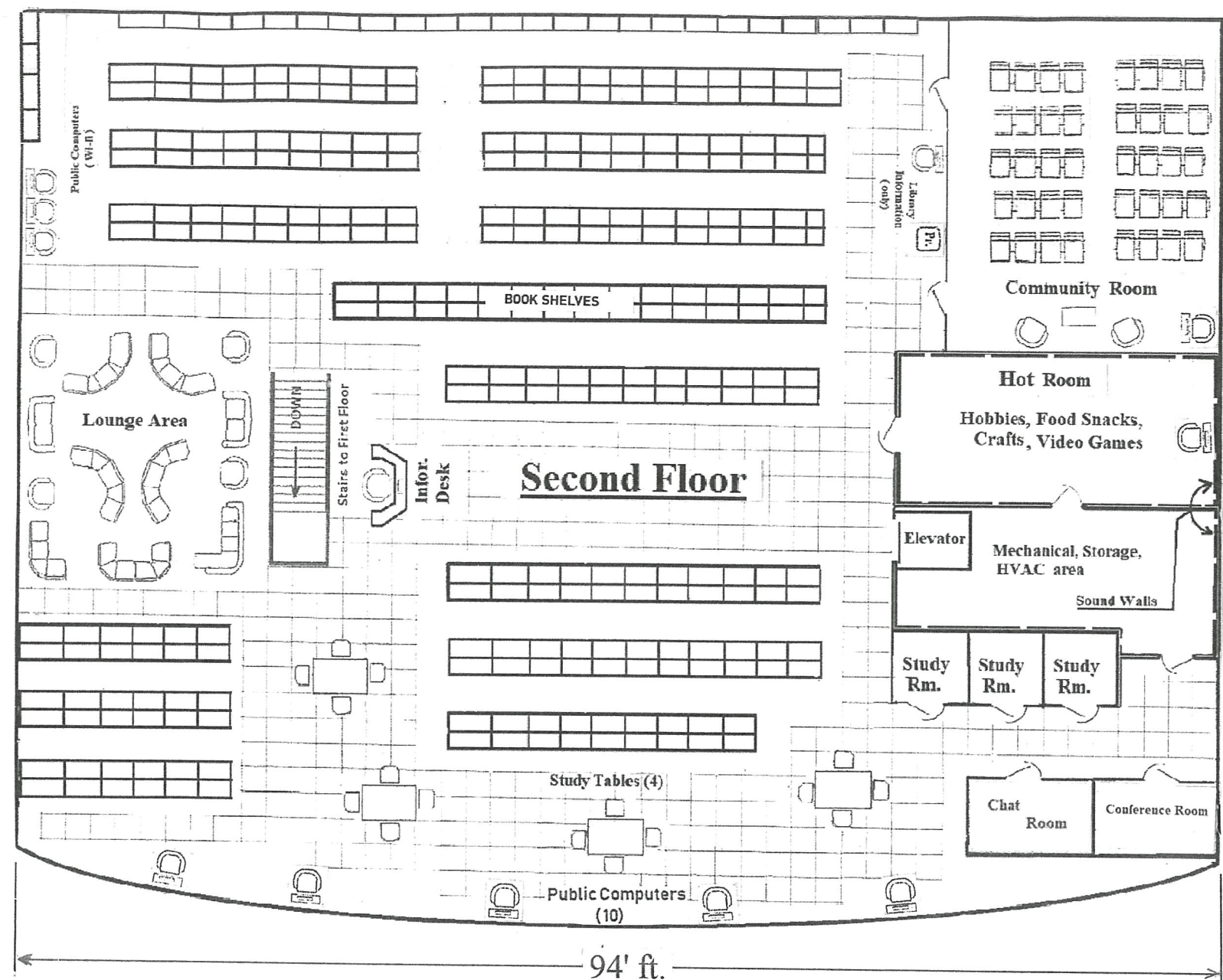
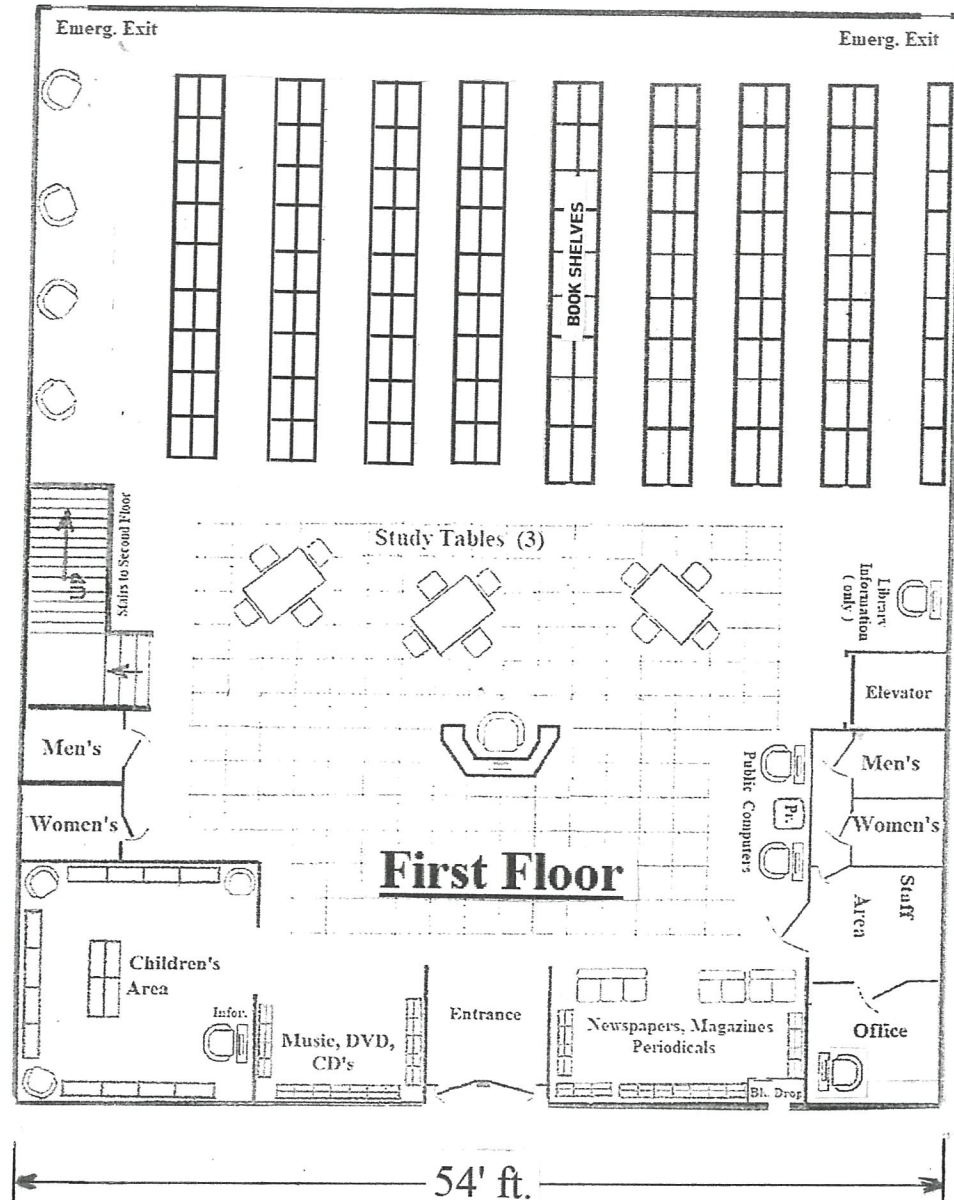


MENLO PARK

(Proposed) (Branch Library)

Floor Plan

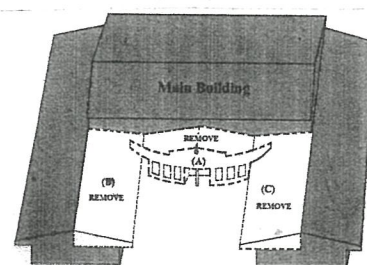
First Floor = 3402 sq. ft.
Second Floor = 5922 sq. ft.
Library Footage = 9324 sq. ft.



The Proposal:

Locate the library in the open area in front of the Community Center

Structural changes to the Community Center

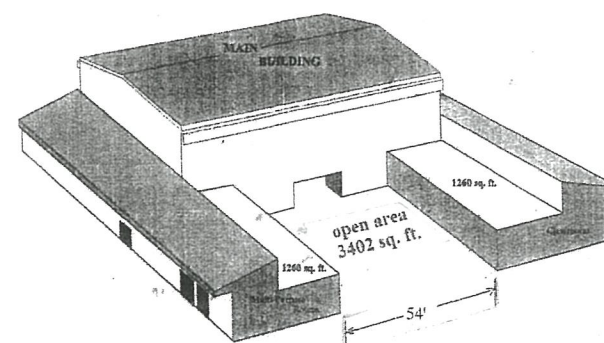


Reroute appropriate elec.-air vents-plumbing.

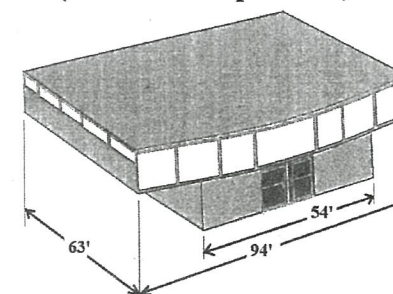
1. Remove facade (A) from main building.
2. Remove right side only (B) roof area.
3. Remove left side only (C) roof area.

Community Center

Building structures : (A) (B) (C) removed

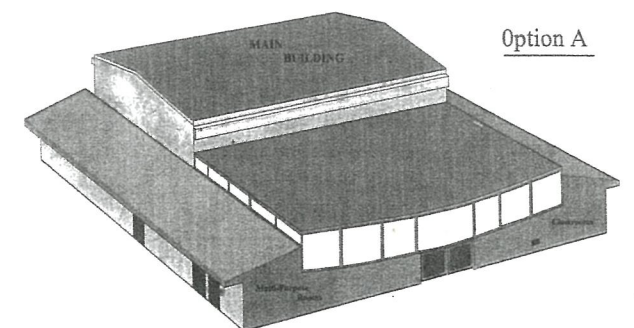


Library Structure (Construct in open area)



First Floor = 3402 sq. ft.
Second Floor = 5922 sq. ft.
Library Footage = 9324 sq. ft.

City of Menlo Park Branch Library





BELLE HAVEN LIBRARY NEEDS ASSESSMENT

Nick Szegda, Assistant Director of Library Services

PROJECT HISTORY

- Library departmental review, strategic plan, main library space needs
 - 2014 - 2017
- Council direction to move system improvements – branch and main – forward
 - October 2017
- Branch improvements
 - January 2018
 - Physical improvements
 - Additional hours and .5 FTE staff approved
 - Increase in programs and attendance
- Library needs assessment for Belle Haven neighborhood
 - Belle Haven Neighborhood Library Advisory Committee



FINAL NEEDS ASSESSMENT

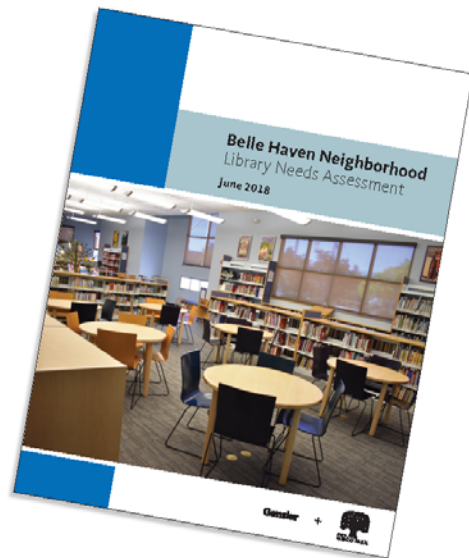
Belle Haven Neighborhood Library Needs Assessment

OCTOBER 9, 2018

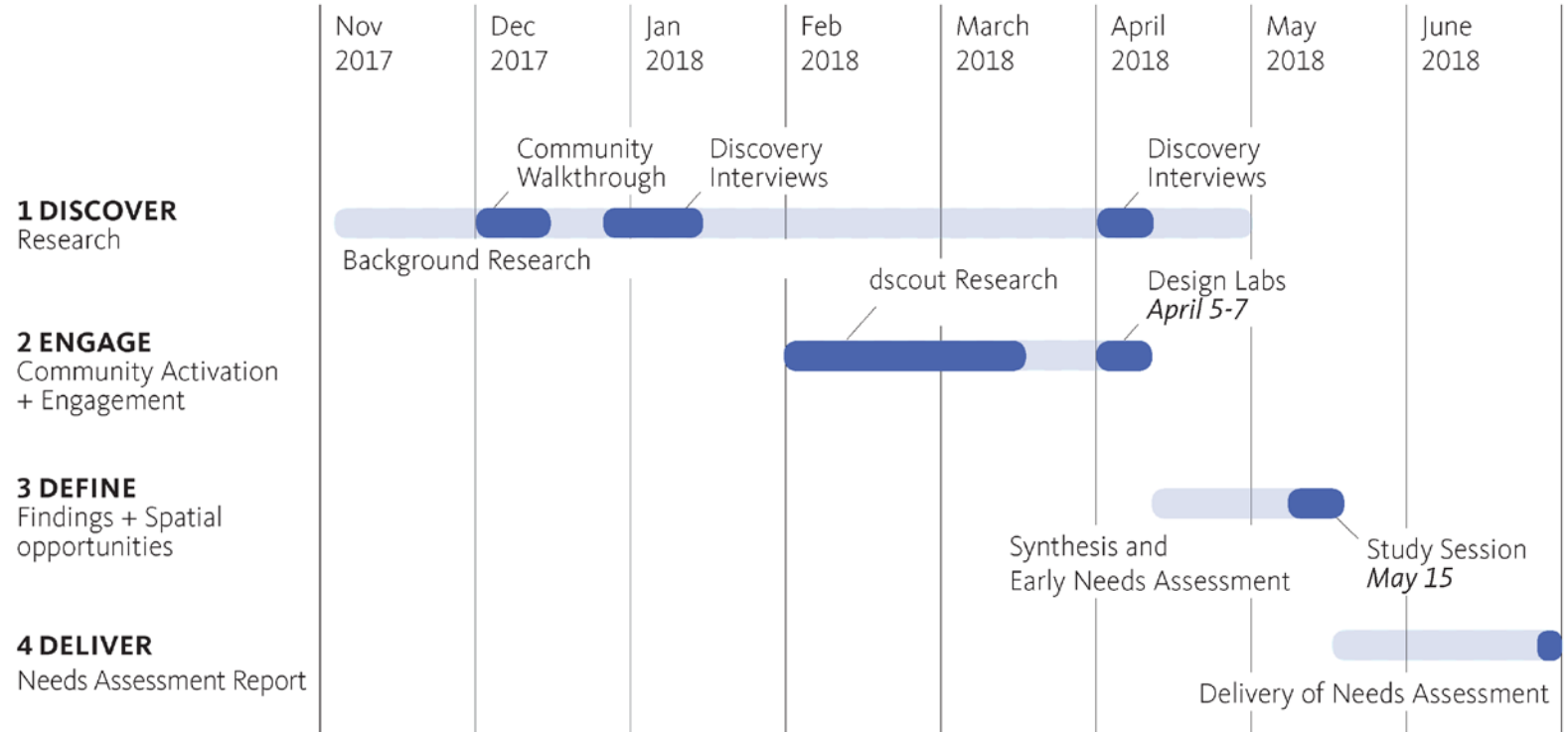


PROJECT OBJECTIVE

The Belle Haven Neighborhood Library Needs Assessment was conducted from November 2017 through June 2018 with the intent of discovering and evaluating evolving **needs, opportunities and desires of the Belle Haven neighborhood** and translating those findings into **implications for the future of the Belle Haven Branch Library.**

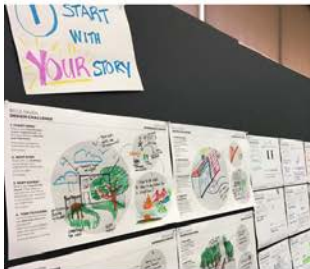


PROJECT TIMELINE



OUR DATA + ENGAGEMENTS

1. Design Labs (Community Workshops)	
• Experience Canvas.....	19 Artifacts
• Young Learner Worksheets.....	38 Worksheets
• Installations and Comment Boxes.....	212 Responses
2. dscout Market Research.....	44 External Surveys
3. Local Intercepts and Interviews.....	71 Interviews
TOTAL	384 INPUTS



KEY THEMES

As a result of our community engagement and research, we identified **five key themes** that represent the challenges and opportunities that the Belle Haven Branch Library faces today.

- 1 COMMUNITY SPACE FIRST, LIBRARY SECOND
- 2 LIBRARY PROGRAMS AND SERVICES
- 3 NEIGHBORHOOD SERVICES
- 4 NEIGHBORHOOD BELONGING AND CHANGE
- 5 BRAND PERCEPTION OF THE LIBRARY

KEY THEMES



COMMUNITY SPACE FIRST, LIBRARY SECOND

Across all age groups, there was a request for community space to gather, play, and learn. A majority of the new needs identified related to building community, celebrating diversity, and social engagement.

In the future, the library could expand its traditional role to function as a center for civic education and engagement for the Belle Haven neighborhood.

KEY THEMES



LIBRARY PROGRAMS AND SERVICES

Programs for adults, teens, and children below school age were requested with the greatest frequency. Additional program-related requests included: multi-lingual or Spanish-only programs for both adults and young children, adult continuing education programs, tutoring and homework help for students, and continued art programs.

KEY THEMES



NEIGHBORHOOD SERVICES

Based on community feedback, the Belle Haven neighborhood has three key desires in regard to neighborhood services: access to a grocery store within the neighborhood, traffic alleviation along Willow Road, and a location to support city services.

Many residents indicated that a strength of Belle Haven was its walkability and tranquility relative to nearby communities.

KEY THEMES



NEIGHBORHOOD BELONGING AND CHANGE

Belle Haven residents feel disconnected from and underserved by the City of Menlo Park relative to other neighborhoods. Residents indicate a need for access to basic services and better education programs. The community is feeling exhausted from outreach without action by the City. Discrete studies stretch the time of community members, especially those described as working class with multiple jobs.

KEY THEMES



BRAND PERCEPTION OF THE LIBRARY

The current Belle Haven Branch Library is limited by its perception as a school or children's library due to its co-location with the Belle Haven Elementary School. Improved outreach and building awareness of existing library services could help shift perception to a library that serves all community members, including adults.

KEY THEMES

- 1 COMMUNITY SPACE FIRST, LIBRARY SECOND
- 2 LIBRARY PROGRAMS AND SERVICES
- 3 NEIGHBORHOOD SERVICES
- 4 NEIGHBORHOOD BELONGING AND CHANGE
- 5 BRAND PERCEPTION OF THE LIBRARY

TIMING OF OPPORTUNITIES

TODAY

FUTURE

NEAR-TERM:

Can be met through operational changes or with existing physical space and digital capability

Foster multi-generational and multi-cultural engagements between community members

Expand collection for adults, including multilingual

Expand multi-lingual collection for all ages

Provided additional programs for children not yet in school

Link programming and activities with community centers and parks

Formalize and expand after school programs to include tutoring and homework help

MID-TERM:

Requires additional planning for operations or moderate changes to physical space or digital capability

Expand operating hours

Provide separate spaces for reading, studying, or games to minimize acoustic disruption

Relocate collection for adults for greater visibility

LONG-TERM:

Requires intensive planning and evaluation for operations, physical space, or digital capability

Improve communications strategy and awareness of programs and services

Redefine metrics of success to support new programs and develop capability to measure

Develop richer capability to collect, listen, and respond to customer input

Explore capacity to use school space as a library extension for public events and other programs

Integrate services such as housing or legal services

Integrate neighborhood needs, such as continuing education or food access

THANK YOU!

<https://www.menlopark.org/mylibrary>



For more information, please contact:

City Of Menlo Park

Sean Reinhart
Interim Director of Library Services
SSReinhart@menlopark.org

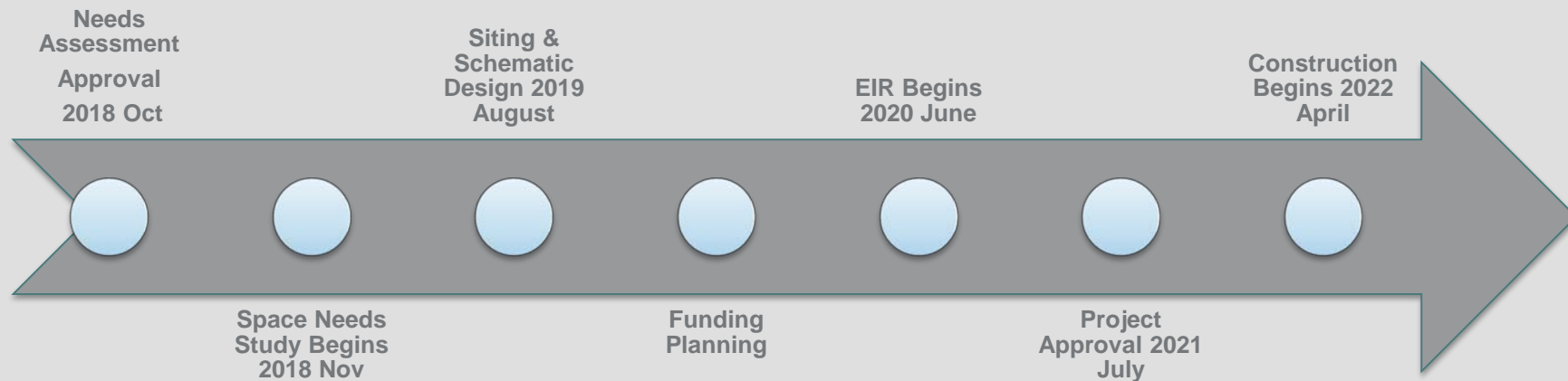
Nick Szegda
Assistant Library Services Director
NJSzegda@menlopark.org

Consultant – Gensler

Jerod Turner
jerod_turner@gensler.com

NEXT STEPS

BELLE HAVEN BRANCH LIBRARY



ESTIMATED TIMELINE

STAFF RECOMMENDATION

- Accept the library needs assessment for the Belle Haven neighborhood
- Direct staff to begin a space needs assessment for a new Belle Haven branch library building
- Authorize the City Manager to execute a contract with Noll & Tam Architects for an amount not to exceed \$75,000 to perform a space needs analysis for a new Belle Haven branch library



THANK YOU



SUPPLEMENTAL AGREEMENTS AFSCME AND SEIU

City Council Public Session – October 9, 2018



BACKGROUND

- AFSCME and SEIU 3 year agreements approved September 2017
- Outstanding concern of family leave coverage
- Labor Management Committee formed to address concern with disability insurance coverage
- Committee met several times between March and August
- AFSCME and SEIU memberships ratified agreements August/September



AFSCME

TENTATIVE AGREEMENT TERMS



- Implement California State Disability Insurance Program (SDI) on or after 1/1/19
 - 1% salary deduction up to taxable limit
 - 1% salary increase
- One year MOU extension (to June 30, 2021)
 - 7/1/20: CPI-based wage increase (2-4%)
 - 1/1/21: CPI-based cafeteria plan contribution increase (2-4%)
- Fully implement compensatory time annual cash out program



SEIU

TENTATIVE AGREEMENT TERMS



- Implement California State Disability Insurance Program (SDI) on or after 1/1/19
 - 1% salary deduction up to taxable limit
 - 1% salary increase
- One year MOU extension (to June 30, 2021)
 - 7/1/20: CPI-based wage increase (2-4%)
 - 1/1/21: CPI-based cafeteria plan contribution increase (2-4%)
- ~~Fully implement compensatory time annual cash out program~~

ESTIMATED COST OF AFSCME TERMS

Items	2018-19	2019-20	2020-21
Salary* 1.0%	\$29,800	\$61,000	\$ 61,000
CPI-based 2 - 4%	--	--	\$213,800
Health Benefits CPI-based 2-4%	--	--	\$23,400
Disability Insurance	(\$4,300)	(\$10,300)	(\$10,300)

*Includes base salary, City-paid health benefits, PERS costs

ESTIMATED COST OF SEIU TERMS

Items	2018-19	2019-20	2020-21
Salary* 1.0%	\$95,000	\$194,800	\$194,800
CPI-based 2 - 4%	--	--	\$685,200
Health Benefits CPI-based 2-4%	--	--	\$113,200
Disability Insurance	(\$18,700)	(\$44,800)	(\$44,800)

*Includes base salary, City-paid health benefits, PERS costs

STAFF RECOMMENDATION

- Approve the terms of a supplemental agreement between the City of Menlo Park and AFSCME expiring June 30, 2021
- Approve the terms of a supplemental agreement between the City of Menlo Park and SEIU expiring June 30, 2021



DISCUSSION / QUESTIONS?