



SPECIAL AND REGULAR MEETING MINUTES

Date: 12/4/2018
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

Mayor Peter Ohtaki will be participating by phone from:
Pop Century Resort
1050 Century Drive
Lake Buena Vista, FL 32830

7:00 p.m. Regular Session

A. Call to Order

Mayor Pro Tem Mueller called the meeting to order at 6:02 p.m.

B. Roll Call

Present: Carlton, Keith, Mueller, Ohtaki

Absent: Cline

Staff: Interim City Manager Starla Jerome-Robinson, City Attorney Bill McClure, City Clerk Judi A. Herren, Deputy City Clerk Neetu Salwan

C. Pledge of Allegiance

Mayor Pro Tem Mueller led the Pledge of Allegiance.

D. Presentations and Proclamations

D1. Proclamation: Recognizing Ron La France

Mayor Pro Tem Mueller read the proclamation and presented to Ron La France (Attachement).

D2. Proclamation: Recognizing Former Mayor Dee Tolles Mayor Pro Tem Mueller

read the proclamation (Attachement).

E. Public Comment

- Gail Wilkerson requested clarification on the business licensing and zoning requirements for commercial rental space.
- Luke Hannah, La Entrada student, asked what measures were being taken to insure that school resources are not harmed.

F. Commission Report

F1. Complete Streets Committee report on Middle Avenue conceptual bike improvements

Bill Kirsch made the presentation.

- Jennifer Johnson spoke in support the ideas presented in the report to improve bike and pedestrian safety.
- Jennifer Baskin spoke in support of the report and recommended the Ravenswood crossing at Nealon Park.
- Laura Low Ah Kee spoke in support of traffic control and bike and safety.

The City Council supported the recommendations of improving the safety on Middle Avenue presented by the Complete Streets Commission and asked that the other side of Nealon Park be taken into consideration.

G. Consent Calendar

- G1. Accept the City Council meeting minutes for November 13, 2018 ([Attachment](#))
- G2. Review of the annual report on the status of the transportation impact, storm drainage, recreation in-lieu, below market rate housing in-lieu and building construction road impact fees collected as of June 30, 2018, and make findings regarding funds collected but not expended ([Staff Report #18-218-CC](#))
- G3. Adopt Resolution No. 6472 accepting fiscal year 2018-2019 state supplemental local law enforcement grant in the amount of \$100,000; and approve a spending plan ([Staff Report #18-221-CC](#))
- G4. Authorize the City Manager to execute an agreement with Significant Cleaning Services for janitorial services up to the annual budgeted amount ([Staff Report #18-227-CC](#))

City Councilmember Carlton received assurance that enforcement of sorting will be done.

- G5. Adopt Resolution No. 6471 authorizing the City Manager to accept a grant for fiscal year 2018-19 of up to \$150,000 from Silicon Valley Community Foundation to implement the Big Lift at the Belle Haven Child Development Center and to execute a contract to enhance services to complete the scope of work ([Staff Report #18-220-CC](#))
- G6. Adopt Resolution No. 6473 supporting the City's Shuttle Program for application for the Lifeline Transportation Program fiscal year 2018-19 and fiscal year 2019-20, and authorize the City Manager to enter into necessary funding agreements ([Staff Report #18-231-CC](#))
- G7. Authorize the City Manager to enter into a contract with ICF International to prepare an environmental impact report for the proposed approximately 120,000 square foot research and development building at 1105-1165 O'Brien Drive for the amount of \$314,338 and future augments as may be necessary to complete the environmental review for the proposed project ([Staff Report #18-219-CC](#))

Mayor Ohtaki wanted to ensure that life sciences was a priority.

- G8. Authorize the City Manager to execute an agreement with Dinsmore Landscape Company for median and right of way landscape maintenance services up to the annual budgeted amount ([Staff Report #18-222-CC](#))

ACTION: Motion and second (Carlton/Keith) to approve the consent, passed unanimously (4-0-1, Cline absent).

H. Regular Business

- H1. Adopt Resolution No. 6474 approving the City Council Community Funding Subcommittee's recommendations regarding the 2018-19 community funding allocation ([Staff Report #18-230-CC](#))

Mayor Pro Tem Mueller received confirmation from City Attorney Bill McClure that he would not need to recuse himself as LifeMoves is a non-profit.

ACTION: Motion and second (Ohtaki/ Carlton) to adopt Resolution No. 6474 approving the City Council Community Funding Subcommittee's recommendations regarding the 2018-19 community funding allocation, passed unanimously (4-0-1, Cline absent).

I. Informational Items

- I1. Quarterly financial review of general fund operations as of September 30, 2018 ([Staff Report #18-232-CC](#))
- I2. Review of the City's investment portfolio as of September 30, 2018 ([Staff Report #18-226-CC](#))
- I3. Update on the Housing Commission public meeting regarding the San Mateo County Civil Grand Jury report regarding restricting smoking in multiunit housing properties ([Staff Report #18-228-CC](#))

City Councilmember Carlton requested that this topic be considered by the City Council in the future.

- I4. Update on the citywide Safe Routes to School program ([Staff Report #18-225-CC](#))
- Jen Wolosin requested that the City consider hiring a full-time consultant and expand their scope of work.

The City Council received confirmation that the missing school will be added to the list.

- I5. Update on municipal regional stormwater permit requirement to implement a new Polychlorinated Biphenyls Building Demolition Program ([Staff Report #18-223-CC](#))

City Attorney Bill McClure was recused from item I6.

- I6. Update and public release of draft project study report for the Ravenswood Avenue railroad crossing study and draft scope for additional studies ([Staff Report #18-224-CC](#))
- Henry Riggs urged the City Council to work with consultants who will provide sufficient information on all alternatives before making a decision.
 - Hinda Sack requested that her emails be viewed and taken into consideration.

City Council confirmed that Sack's emails had been received and were still being reviewed. They also received clarification that this item would return to City Council in January as a Regular item to include feedback from City Council and the community. City Council also asked that tunneling still be explored.

I7. Quarterly update on the 2018 City Council work plan ([Staff Report #18-229-CC](#))

J. City Manager's Report

None.

K. Councilmember Reports

City Councilmembers Carlton and Keith reported on attending the League of Cities Leadership meeting.

L. Adjournment

Mayor Pro Tem Mueller adjourned the meeting at 8:10 p.m.

These minutes were approved at the City Council meeting of December 11, 2018.

Proclamation

RECOGNIZING RON LA FRANCE

WHEREAS, on February 18, 1997, Ron La France joined the City of Menlo Park Community Development Department/Building Division; and

WHEREAS, Ron began his career as a Senior Building Inspector and was promoted to the Building Official in 2003, where he oversaw the construction of hundreds of residential, commercial and mixed-use developments in every corner of the City, from small additions to single-family homes to major new office and commercial buildings along the El Camino Real Corridor and the Bayfront Area; and

WHEREAS, Ron was promoted to the Assistant Community Development Director position in 2014 and served as a valuable mentor and coach in the professional growth of not only his twelve dedicated and talented Building Division staff members, but also many colleagues throughout the City; and

WHEREAS, Ron was awarded the 2013 Employee Excellence Award for Innovation, which recognized his technical expertise, problem solving skills, professional judgement, and perseverance to work collaboratively with stakeholders in finding building construction solutions without comprising the safety or integrity of a large new office building; and

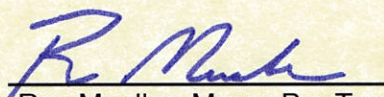
WHEREAS, in Ron's esteemed career with the City, he was a respected leader where no job was too small or too big. He could effortlessly help fill in for his team from answering phone calls at the front counter to plan checking a building permit to inspecting foundations and framing in the field. He exemplified the definition of a team player and was supportive of his team and generous with his time to helping others succeed; and

WHEREAS, Ron was integral to the success of ConnectMenlo's Green Team in creating sustainable building regulations for the Bayfront Area, helped develop and maintain the City's land management system, and initiated a study to improve work flows and develop a new fee structure; and

WHEREAS, Ron is well respected and trusted in his profession and by his colleagues, and he will be most known and missed for his genuineness, depth of knowledge, quick wit, and willingness to share his enthusiasm for airstreams and the outdoors, as well as his passion for music, including frequent guitar-playing sessions before Planning Commission and City Council meetings;

NOW THEREFORE, BE IT PROCLAIMED that I, Ray Mueller, Mayor Pro Tem of the City of Menlo Park, on behalf of the City Council and the City, congratulate and express my sincere gratitude to Ron La France for his loyalty and service over the past 21 years.




Ray Mueller, Mayor Pro Tem
December 2018

Proclamation

RECOGNIZING DEE TOLLES

WHEREAS, Raymond "Dee" Tolles was elected to the Menlo Park City Council in 1992, serving until 1996, and was selected to serve as Mayor in 1995; and

WHEREAS, during his civic tenure and throughout his life, Dee known for his gracious and cordial style, and endeavored to work with colleagues for the achievement and the greater good of the entire community; and

WHEREAS, Dee was known to be smart, approachable, compassionate and caring; and

WHEREAS, Dee worked a senior vice president and regional director of Union Bank of California and served as a leader in a number of nonprofit organizations, including the Peninsula Center for the Blind, Avenidas, the Menlo Circus Club, the Bohemian Club, Peninsula Bible Church, Menlo Church and as an honorary chairman of the 40th Annual Palo Alto Concours d'Elegance; and

WHEREAS, Dee served on the boards of Notre Dame de Namur University, the National Center for Equine Facilitated Therapy, the Children's Health Council of Palo Alto, the Sequoia Hospital Foundation, and the San Mateo County Historical Museum; and

WHEREAS, Dee was a volunteer deputy sheriff, a captain of the Mounted Patrol of San Mateo County, a member of the Mounted Search and Rescue Team; and

WHEREAS, Dee was known for his exceptional piloting skills, as he once flew former Mayor Steve Schmidt over the Sierras in a snowstorm to attend a conference in Lake Tahoe; and

WHEREAS, Dee was an avid fan of abalone diving in Mendocino, playing dominos, long talks and visiting the Big Hole River in Montana; and

WHEREAS, Dee is survived by his wife of 55 years Laura Lou, son Par and his wife Jill, daughter Tori and her husband Tom, and grandchildren Riley, Mia, Danica and Peyton.

NOW THEREFORE, BE IT PROCLAIMED that I, Peter Ohtaki, Mayor of the City of Menlo Park, on behalf of the City Council, do hereby wish to honor the service of Dee Tolles to the residents of the City of Menlo Park. We express our gratitude to Dee Tolles and his family for his service to our community.




Peter Ohtaki, Mayor
December 2018

Middle Ave from University to ECR connects the busiest areas in Menlo Park which generate thousands of car trips per day.



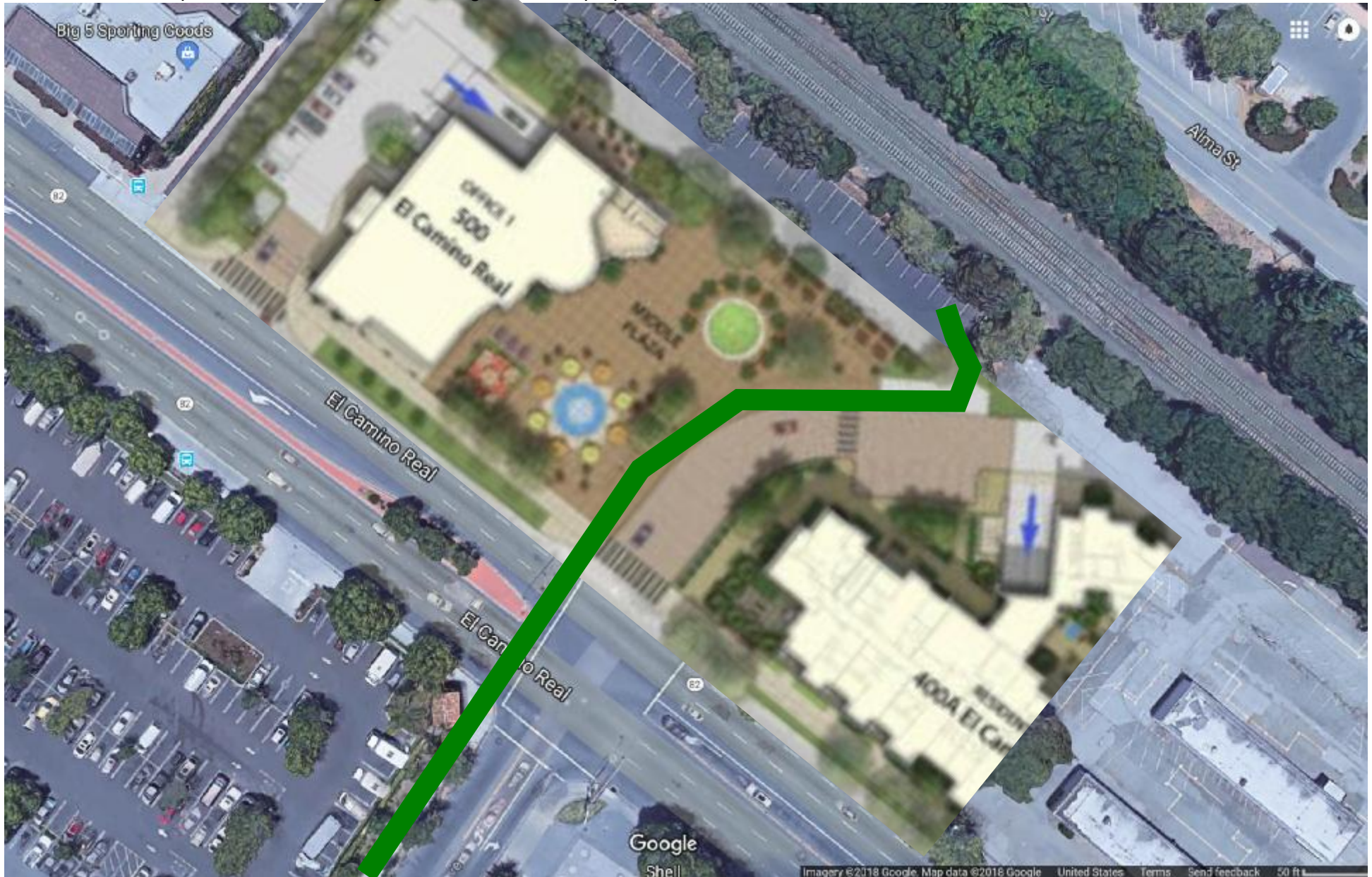
Middle Ave has no bike infrastructure. Walking and biking conditions around Nealon Park are unsafe and undignified. Safeway has limited bike accessibility.



Nealon crosswalk at Blake requires walking through gutte

Widened sidewalk fronting Safeway on Middle becomes mixed use path across ECR to Middle Plaza, Big 5 and tunnel.

Middle Plaza bike path to undercrossing according to landscape plan





Detail view of Safeway separated sidewalk and bike lanes.
 Separate Safeway bike entrance with bike parking.
 Car entrance will require enhancements to increase visibility in both directions.
 Exit to northbound ECR will use ECR exit and Uturn at Middle (yellow line)

Existing 8' sidewalk with 10' planting buffer



Proposed: Separated ped and bike path.









Two-way protected bike lane from Nealon Park to Safeway. Becomes protected one-way bike lanes west of Blake. East of Blake parking remains on south side of Middle. Ample parking available (subject to parking study) in the Nealon parking lot so parking is removed from park frontage on Middle. Space is reclaimed for landscaping and paths. Pedestrian refuge prohibits left turns on to and out of Blake.

Existing crosswalk at Blake has no sidewalk on one side and is between a sign and utility pole



Nealon Park looking towards Blake St across Middle Ave. Refuge island is 8-10 ft wide. No left turns to and from Blake.

Nealon Park

To Safeway/Middle Plaza

To University Dr

pedestrian path

To University Dr

10

Nealon Park looking towards Blake St across Middle Ave. Refuge island is 8-10 ft wide. No left turns to and from Blake.

Nealon Park

To Safeway/Middle Plaza

To University Dr

pedestrian path

To University Dr

10

Roble entrance to Nealon existing



Roble entrance to Nealon proposed with raised crosswalk and signs



Existing Roble
entrance path





- shared class 3
- off street mixed use class 1
- shared bike route class 3
- two-way protected class 4
- one way buffered bike lane class 2
- off road two way bike lane class 1



Proposal: Connect areas via Class 4 and Class 1 bike routes rather than Class 2 or Class 3

Plan shown in context with Oak Grove/University project.



