



SPECIAL AND REGULAR MEETING MINUTES

Date: 11/13/2018
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

Councilmember Catherine Carlton participated by phone from:
Hotel City Centro Oaxaca.
Aldama 410 Oaxaca de Juárez, Oaxaca, OAX, Mexico 68080

6:00 p.m. Study Session

Mayor Ohtaki called the meeting to order at 6:02 p.m.

SS1. Employee pension obligations (Staff Report # 18-211-CC)

Finance and Budget Manager Dan Jacobson and Vice President and Actuary of Bartel and Associates Doug Pryor made the presentation.

City Council received clarification on the options presented and confirmed that the City would continue contributing to the pension reserve.

7:00 p.m. Regular Session

A. Call to Order

Mayor Ohtaki called the meeting to order at 7:09 p.m.

B. Roll Call

Present: Carlton (called in for item H1 only), Cline, Keith, Mueller, Ohtaki

Absent: None

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

C. Pledge of Allegiance

Mayor Ohtaki led the Pledge of Allegiance.

D. Public Comment

- Fran Dehn reminded the City Council and audience of the coats for kids donation program (Attachment).
- Laura Moya presented the City Council with the 2019 HIP Housing calendars.

E. Commission Report

E1. Sister Cities Committee update

Vice Chair George Yang made the presentation.

F. Consent Calendar

- F1. Accept the City Council meeting minutes for October 23 and October 29, 2018
- F2. Adopt Resolution No. 6461 authorizing the annual destruction of obsolete records (Staff Report #18-207-CC)
- F3. Authorize the City Manager to execute a three year master agreement with HortScience, Inc. for (1) ongoing evaluation of arborist reports and associated heritage tree protections for development proposals that require planning and building permit review and (2) tasks associated with the heritage tree ordinance update, and appropriate and \$100,000 from the general fund unassigned fund balance (Staff Report #18-201-CC)
- F4. Authorize the City Manager to execute an agreement with Cartegraph Systems, LLC. for implementation of an operations management system enterprise software as a service solution in amount not to exceed \$213,248 over three fiscal years (Staff Report #18-206-CC)
- F5. Adopt Resolution No. 6465 authorizing the City Manager to sign an amendment to the contract with the State of California Department of Education to reimburse the City up to \$1,011,860 for child care services at the Belle Haven Child Development Center for fiscal year 2018-19 (Staff Report #18-202-CC)
- F6. Authorize the City Manager to execute an amendment to the agreement with Gates + Associates in an amount of \$21,195 for the Parks and Recreation Facilities Master Plan project (Staff Report #18-203-CC)
- F7. Authorize the City Manager to execute five-year master agreements with multiple consulting firms for on-call transportation services (Staff Report #18-204-CC)
- F8. Second reading and adoption of Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority (Staff Report #18-209-CC)

Staff pushed item F4 to the December 4 City Council meeting.

Item F8 was tabled for 2019.

ACTION: Motion and second (Cline/Keith) to approve the consent calendar with exception to items F4 and F8, passed 4-0-1 (Carlton absent).

G. Public Hearing

- G1. Consider the Planning Commission's recommendation to approve a Conditional Development Permit amendment to make modifications that would allow for a transit facility and associated site improvements on the project site located at 180-200 Jefferson Drive. The project would reduce the number of parking spaces and remove nine heritage trees

Consider the Planning Commission's recommendation to approve use permit and architectural control revisions to make modifications that would allow for a transit facility and associated site improvements at 220 Jefferson Drive. The project would reduce the number of parking spaces and

remove five heritage trees (Staff Report #18-200-CC)

Acting Principal Planner Kyle T. Perata and Facebook Project Manager Mandy Spain of Facebook made a presentation.

- Pamela Jones supports the buses moving off Chilco Street and suggested that bike and pedestrian pass-through be created between Instagram and Facebook.
- Cecilia Taylor received clarification about the proposed bus route. Taylor also asked whether City Council had physically visited the site and if the Complete Streets Commission had provided input on the route.

The City Council directed staff to prepare an information item for a future City Council meeting to address Cecilia Taylor's questions and received confirmation that the new route would work with future legislation. City Council received clarification that replacement trees were larger than the minimum required.

ACTION: Motion and second (Keith/Ohtaki) to approve a Conditional Development Permit amendment to make modifications that would allow for a transit facility and associated site improvements on the project site located at 180-200 Jefferson Drive and approve use permit and architectural control revisions to make modifications that would allow for a transit facility and associated site improvements at 220 Jefferson Drive, passed 4-0-1 (Carlton absent).

H. Regular Business

City Councilmember Carlton called in for item H1.

Mayor Pro Tem Mueller and City Attorney Bill McClure recused themselves for the remainder of the meeting.

- H1. Adopt Resolution No. 6470 to approve the permanent installation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive, appropriate funds and authorize the City Manager to award construction contracts (Staff Report #18-208-CC)

Junior Engineer Marlon A. Aumentado and Principal at Alta Planning & Design Hugh Louch made the presentation.

- Steve Castillo spoke in support of a red or loading zone on Pine Street at Oak Grove Avenue..
- Marie Moran described access to the residential complex and spoke in support of a loading zone on Oak Grove Avenue.
- Bette Bohler described the parking situation on Pine Street and the need for a loading zone.
- Samir Patel spoke in support of a loading zone on Oak Grove Avenue.
- Mary Pat Kelly spoke in favor of a loading zone on Oak Grove Avenue.
- John Conway spoke about bicycle safety and concerns on Oak Grove Avenue.
- Diane Baily spoke in support of permanent bike lanes.
- Jen Wolosin spoke in favor of permanent bike lanes.
- Eric Johnston spoke in support of bike lanes but also the need for a loading zone.
- Faye Johnston spoke in favor of bike lanes but also the need for a loading zone.
- Fran Dehn spoke in support of continuing the pilot program (Attachment).

- Betsy Nash spoke in favor of permanent bike lanes and the extension to University Drive.
- Katie Behroozi spoke in support of bike lanes.

The City Council discussed extending the bike lanes to University Drive and the possibility of adding bollards and bike signals. City Councilmember Keith requested that a flagger be positioned at Station 1300. City Council also discussed increasing the appropriation limit to \$160,000 to include directed design improvements. Finally, City Council requested staff work with Pine Street residents in implementing a loading zone at the corner of Oak Grove Avenue and Pine Street.

ACTION: Motion and second (Keith/Ohtaki) to adopt Resolution No. 6470 to approve the permanent installation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive, appropriate funds in the amount of \$160,000 for construction and additional design improvements and authorize the City Manager to award construction contracts, passed 4-0-1 (Mueller recused).

I. Informational Items

- I1. Preliminary year-end close financial review of general fund operations as of June 30, 2018 (Staff Report #18-212-CC)
- I2. Update on the Stanford University 2018 general use permit project (Staff Report #18-210-CC)

J. City Manager's Report

None.

K. Councilmember Reports

Mayor Ohtaki announces that the November 27 City Council meeting is cancelled. The next regular City Council meeting is scheduled for December 4, 2018.

L. Adjournment

Mayor Ohtaki adjourned the meeting at 9:52 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of December 4, 2018.

