



**CITY COUNCIL  
COMMUNITY DEVELOPMENT AGENCY  
SPECIAL MEETING MINUTES**

**Tuesday, April 12, 2011 at 5:00 p.m.  
701 Laurel Street, Menlo Park, CA 94025  
City Council Chambers**

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Mayor Cline called the special meeting to order at 5:03 p.m. with Council Members Cline, Cohen and Ohtaki present. Council Member Fergusson arrived at 5:15 and Vice Mayor Keith arrived at 5:25 p.m.

Public Comments

City Attorney W. McClure announced that the City Negotiating team would consist of Charles Sakai, Glen Kramer and Starla Jerome-Robinson. There were no members of the public present for public comment on the Closed Session.

1. Closed Session pursuant to Government Code section 54957.6 to conference with labor negotiators regarding labor negotiations with the Police Officers Association (POA) and the Police Management Association (PMA).  
Present: Glen Rojas, City Manager, Starla Jerome-Robinson, Assistant City Manager, Bill McClure, City Attorney, Glen Kramer, Interim Personnel and Information Services Director, Bryan Roberts, Police Chief and Charles Sakai, Labor Negotiator

Mayor Cline adjourned Closed Session at 6:53 p.m.

Mayor Cline called the regular meeting to order at 7:06 p.m. with all members present.

Pledge of allegiance was led by Mayor Cline.

**REPORT FROM CLOSED SESSION**

There was no reportable action from Closed Session.

**A. PUBLIC COMMENT**

There were a group of Boy Scouts in the audience earning their Communication Badge.

**B. STUDY SESSION**

1. Discussion and direction for further development of budget strategies to be included in the 2011-12 Budget ([Staff report # 11-053](#)) ([Change to original staff report](#)) ([PowerPoint](#))

Staff Presentation by Glen Rojas, City Manager and Carol Augustine, Finance Director

Public Comments:

- Rene Morales, SEIU 521 – Addressed in-house staffing and contracting services. ([Comments](#))
- Rosanne Rorapaugh – Addressed salary cuts and contracting out of custodial services.

Council Comments by topic:

**SUSTAINABLE BUDGET STRATEGIES:**

**Safety Side Fund Payoff**

- P. Ohtaki – He would like to see the amount taken out of the General Fund Reserves to be replaced over time.
- K. Keith – She agrees that the funds should be replaced.
- K. Fergusson – The question on the replacement of funds used to pay off the set aside fund should be part of the policy discussion on the General Fund Reserve Policy.

**Eliminate vacant .75 FTE teacher position at MCC**

- K. Fergusson – She strongly objects to the elimination of this position.
- K. Keith – She does not have a problem with the elimination of the position.
- P. Ohtaki – He pointed out controversy on this issue in the past. Given the success of cost recovery of the program a private partner may now be willing to come in.

**Contract out Aquatics including lease payment and Belle Haven summer season direct costs**

- R. Cline – This was the right thing to do.
- K. Keith – This was the right thing to do.

**Contract out one City custodial staff**

- K. Fergusson – She strongly objects to seeing custodial staff contracted out.
- R. Cline – There is a variety of ways that this could be outsourced.

**OUTSTANDING NEEDS AND OPPORTUNITIES:**

**Additional Senior Engineer for CIP project implementation**

- K. Fergusson – Agrees with the addition of this position.
- P. Ohtaki – He is supportive of the additional position.
- K. Keith – She would like to see what decisions are made in Sacramento with the RDA prior to making comments on the additional staff.
- A. Cohen – Knowing the outcome of the RDA would be helpful.

**Contract out Performing Arts Center periodic events (3 options)**

- P. Ohtaki – It doesn't make sense to go to the full \$200,000 but to take the first two steps.
- K. Keith – She would like to see if there is a way to make some revenue.
- K. Fergusson – There is a gap for a community theatre that is not currently being met.

**Accept ownership of Flood Park**

- Cohen – He would like to see the City take over Flood Park or work in collaboration with the County.
- K. Fergusson – Agrees with A. Cohen regarding this issue.
- P. Ohtaki – He is supportive of taking over Flood Park.
- K. Keith – She would like to continue looking at this and is hopeful that there would be some County financial contribution as the park needs a lot of work.

**REVENUE / POLICY OPTIONS:**

**Increase TOT**

- R. Cline – He is supportive of an increase in the TOT and it should be articulated where the additional funds would go.
- A. Cohen – He is willing to discuss an increase but would like to be clear on what the additional funds would be used for.
- K. Keith – She is not opposed to increasing the tax. She would be interested in taking a look at the lost TOT in people who book on-line.
- P. Ohtaki – He is opposed at this time due to the economy, and what the RDA impacts might be.
- K. Fergusson – She is supportive of an increase in the TOT.

**Reduce / Eliminate Community Funding**

- K. Fergusson – She is not willing to reduce the community funding.

**Increase UUT**

- R. Cline – He is not supportive of any increase of the UUT.
- K. Keith – She is not supportive of any increase of the UUT.
- P. Ohtaki – He is not supportive of any increase of the UUT.

**Decrease CIP transfer**

- P. Ohtaki – He does not want to see a decrease in the CIP transfer as the funds are needed to maintain the infrastructure.
- R. Cline – This is not a sustainable fix.
- K. Fergusson – There is a value in decreasing the transfer as a short term strategy.
- K. Keith – She is not willing to decrease the transfer.

**Reduce salaries of those earning > \$100,000 by 3%**

- K. Keith – She is still interested in seeing this cut take place. Symbolically this would be beneficial.
- P. Ohtaki – This needs to remain on the table and needs to be an alternative to be considered.
- A. Cohen – There should be some discussion on this.
- R. Cline – He feels this is a short term fix, is not a significant amount and is not necessary at this point.
- K. Fergusson – She is not willing to reduce the salaries.

**CONTRACT SERVICES:**

**Affirm the assumption that current level and quality of service should be maintained**

All Council Members affirmed that the current level and quality of services should be maintained.

**Affirm that contracts would need to meet a minimum savings threshold**

- P. Ohtaki – Performance levels need to be included in the scope of work.
- K. Keith – There should be a minimum savings, but what the minimum threshold should be still needs to be determined.
- R. Cline – It would be beneficial to know what the minimum threshold would be.

**Contract requirements:**

- a. Wage Rate provisions
- b. Residency documentation for workers

K. Fergusson would like to see contracts require that healthcare be provided.

K. Keith – She would like to see more options and that information has to be part of the discussion in order to know what the savings are.

R. Cline – There are many variables for contract requirements and he will go with staff's judgment in this area.

**OTHER COMMENTS:**

P. Ohtaki – He is concerned over the revenue projections for 2011-12, is too high.

R. Cline – He feels that there needs to be more attention on increasing revenues.

R. Cline – He would like to know what staff believes to be core services.

R. Cline – As the fields and facilities are added and improved, the cost of managing the facilities increase and it should be taken into consideration.

K. Fergusson – The League of California Cities has a strategy for many scenarios if the State eliminates the RDA and they will file for an immediate injunction.

A. Cohen – He would like to see the budget come back with a positive outcome.

R. Cline – He would like staff to look at other opportunities of sharing costs for services, including working with the tri-cities for efficiencies.

K. Fergusson – As the economy recovers, K. Fergusson would like the restoration of Library hours kept on the forefront.

There was consensus to bring forward the General Fund Reserve Policy forward in an abbreviated format.

**C. INFORMATIONAL ITEM**

1. Revisions to the 2010-11 budget to reflect anticipated reductions in General Fund Operating Costs ([Staff report #11-052](#))

There was no staff presentation on this item.

**D. ADJOURNMENT – 9:34 p.m.**

Margaret S. Roberts, MMC  
City Clerk

Minutes accepted at the Council meeting of April 26, 2011