



SPECIAL MEETING MINUTES

Date: 3/5/2019
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

City Councilmember Catherine Carlton participated by phone from:
Club El Nogal, Cra. 7, 78-96
Bogota DC, Colombia

7:00 p.m. Regular Session

A. Call to Order

Mayor Mueller called the meeting to order at 7:15 p.m.

B. Roll Call

Present: Carlton, Combs, Nash, Taylor, Mueller
Absent: None
Staff: City Manager Starla Jerome-Robinson, City Attorney Bill McClure, City Clerk Judi A. Herren

C. Pledge of Allegiance

Mayor Mueller led the Pledge of Allegiance.

D. Consent Calendar

Mayor Pro Tem Taylor pulled item D1.

D1. Adopt Resolution No. 6477 rescinding City Council Policy CC-01-0004, Commissions/Committees policies and procedures roles and adopting City Council Policy CC-19-0004, Commissions/Committees policies and procedures Roles (Staff Report #19-011-CC)

- Pamela Jones spoke against the merge of the Belle Haven Neighborhood Advisory Committee (BHNLC) and Library Commission.

Mayor Pro Tem Taylor commented that BHNLC should be charged with another task and not merged. Taylor also suggested the creation of a policy around the City Council email (CCIN) including an automated reply. The City Council discussed and had consensus for appointing Mayor Pro Tem Taylor and City Councilmember Nash to an ad hoc subcommittee to revisit BHNLC.

ACTION: Motion and second (Carlton/Combs) to adopt Resolution No. 6477 rescinding City Council Policy CC-01-0004, Commissions/Committees policies and procedures roles and adopting City Council Policy CC-19-0004, Commissions/Committees policies and procedures Roles without the dissolving and merging of BHNLC and appointing Mayor Pro Tem Taylor and City Councilmember Nash to an ad hoc subcommittee to revisit BHNLC, passed unanimously.

- D2. Approve the final project study report for the Ravenswood Avenue railroad crossing study selecting Alternative C as the preferred alternative (Staff Report #19-032-CC)

ACTION: Motion and second (Combs/Nash) to approve the final project study report for the Ravenswood Avenue railroad crossing study selecting Alternative C as the preferred alternative, passed unanimously.

E. Regular Business

- E1. Accept the 2018-19 mid-year budget report, approve recommended 2018-19 budget amendments, and authorize the City Manager to amend agreements with Alta Planning + Design and Noll and Tam Architects (Staff Report #19-037-CC)

Finance and Budget Manager Dan Jacobson made the presentation

ACTION: Motion and second (Combs/Carlton) to accept the 2018-19 mid-year budget report, approve recommended 2018-19 budget amendments, and authorize the City Manager to amend agreements with Alta Planning + Design and Noll and Tam Architects, passed unanimously.

- E2. 2019 City Council policy priorities and work plan (Staff Report #19-035-CC)

This is a continued item, no staff report or public comment (refer to minutes of the February 26 meeting).

The City Council discussed prioritizing the needs of residents, transportation including Safe Routes, and City services. There was also discussion about completing current projects and improving the quality of life for residents by recognizing the job-housing imbalance.

ACTION: Motion and second (Nash/Mueller) to approve the budget principles, passed 4-1 (Taylor dissenting).

Mayor Mueller was recused on the downtown town parking structure and exited the chambers.

The City Council discussed reprioritizing the climate action plan and the need for undergrounding utilities throughout the City instead of limiting undergrounding to the downtown. There was also interest in defunding the downtown parking structure.

Mayor Mueller returned and directed staff to return the defunding of the downtown parking structure to a future City Council meeting. There was also discussion on the prioritizing of the electric vehicle chargers.

ACTION: Motion and second (Nash/Carlton) to approve the prioritization of the capital improvement projects, passed unanimously.

By acclamation the City Council direct the following items to the commissions:

- Middle Avenue Caltrain access, San Mateo bike bridge, to Olive Street – Complete Streets Commission
- Energy reach codes and carbon policy – Environmental Quality Commission
- Affordable housing – Housing Commission

The City Council received clarification on the upcoming study session items and they provided direction on other study sessions they would like to hold.

ACTION: Motion and second (Carlton/Combs) to approve the 2019 City Council policy priorities and work plan, passed unanimously.

F. Informational Items

- F1. Pension Liability funding options (Staff Report #19-038-CC)

G. City Manager's Report

None.

H. Councilmember Reports

None.

I. Adjournment

Mayor Mueller adjourned the meeting at 9:30 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of April 9, 2019.

The background of the slide is a photograph of a grassy field. In the foreground, there is a wooden fence made of vertical posts. In the middle ground, two people are standing on a path, looking towards the horizon. The sky is overcast. A dark teal horizontal band is overlaid across the middle of the image, containing the title text.

2018-19 MID-YEAR BUDGET UPDATE



AGENDA

- General Fund
 - Revenues
 - Expenditures
- Summary of Expenditure Adjustments
- Recommended Budget Adjustment
- General Fund – Designated Fund Balance



GENERAL FUND REVENUES

Table 1: General fund revenue amendments summary

Item	2017-18 Actual	2018-19 adopted budget	2018-19 projected actual	Required mid-year amendments	Percent change
Taxes	\$39,030,006	\$41,826,000	\$43,770,932	\$1,944,932	4.7%
Franchise fees	\$2,121,386	\$2,047,000	\$2,047,000	\$0	0.0%
Licenses and permits	\$6,740,334	\$7,963,000	\$6,128,081	-\$1,834,919	-23.0%
Intergovernmental	\$1,403,524	\$1,062,334	\$1,062,334	\$0	0.0%
Fines	\$150,112	\$1,262,400	\$1,262,400	\$0	0.0%
Interest and rent income	\$1,413,688	\$1,170,000	\$1,433,656	\$263,656	22.5%
Charges for services	\$9,948,363	\$11,959,400	\$12,508,581	\$549,181	4.6%
Other	\$84,249	\$71,046	\$71,046	\$0	0.0%
Transfers and assigned fund bal.	\$499,274	\$527,100	\$1,682,319	\$1,155,219	219.2%
Total	\$61,390,936	\$67,888,280	\$69,966,349	\$2,078,069	3.1%



GENERAL FUND EXPENDITURES

Table 2: General fund expenditure amendments summary

Item	2017-18 Actual	2018-19 adopted budget	2018-19 projected actual	Required mid- year amendments	Percent change
Personnel					
Salaries and wages	\$24,610,776	\$28,318,415	\$28,733,199	\$414,784	1.5%
Fringe benefits	\$11,541,358	\$12,286,560	\$12,286,560	\$0	0.0%
Subtotal	\$36,152,134	\$40,604,975	\$41,019,759	\$414,784	1.0%
Operating					
Operating expense	\$5,843,110	\$6,804,649	\$6,895,770	\$91,121	1.3%
Utilities	\$1,568,521	\$1,762,179	\$1,762,179	-	0.0%
Services	\$6,518,109	\$8,595,911	\$9,597,530	\$1,001,619	11.7%
Fixed assets and capital outlay	\$321,338	\$320,060	\$325,328	\$5,268	1.6%
Travel	\$125,803	\$206,520	\$206,520	-	0.0%
Repair and maintenance	\$787,961	\$950,774	\$1,007,986	\$57,212	6.0%
Special projects and transfers	\$6,154,769	\$8,013,500	\$8,393,500	\$380,000	0.0%
Subtotal	\$21,319,611	\$26,653,593	\$28,188,813	\$1,535,219	5.8%
Total	\$57,471,745	\$67,258,568	\$69,208,572	\$1,950,003	2.9%



SUMMARY OF EXPENDITURE ADJUSTMENTS

- One additional appropriation for accrued vacation
- No additional benefit or operating requests
- Previously approved appropriations:
 - Heritage tree ordinance update (\$100,000)
 - Traffic Management Plan for Baywood Avenue, Clover Lane, Blackburn Avenue and Marmona Drive (\$120,000)
 - Oak Grove Avenue bike improvement (\$160,000)



RECOMMENDED BUDGET ADJUSTMENTS

GENERAL FUND:	Increase / (Decrease)
Revenues	\$2,078,069
Expenditures	1,570,003
Transfers Out	380,000
Net Change in Budget	\$128,065

OTHER FUNDS:	Increase / (Decrease)
Revenues	\$25,000
Expenditures	595,500
Transfers In	(380,000)
Net Change in Budget	\$190,500

GENERAL FUND- DESIGNATED FUND BALANCE



**Table 4:
 General Fund - Designated Fund Balance**

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Mid-Year Adjusted Budget	2018-19 Mid-Year Variance
FUND BALANCES				
Beginning of the year	\$33,218,415	\$37,116,088	\$37,116,088	\$0
Non Spendable:				
Deposits and prepaid items	1,404,765	2,567,643	2,567,643	0
Committed to:				
Strategic pension funding	4,300,000	4,300,000	4,300,000	0
Emergency contingency	9,300,000	9,300,000	9,300,000	0
Economic stabilization	12,000,000	12,000,000	12,000,000	0
Assigned to:				
Infrastructure maintenance	2,830,000	2,830,000	2,830,000	0
Community development	1,229,000	1,229,000	1,229,000	0
Other purposes	2,155,219	2,155,219	2,155,219	0
Unassigned	3,897,104	2,734,226	2,862,291	128,065
End of the year	\$37,166,088	\$37,116,088	\$37,244,153	\$128,065



THANK YOU