



SPECIAL MEETING MINUTES

Date: 5/22/2020

Time: 1:00 p.m.

Special Meeting Location: Joinwebinar.com – ID# 326-904-987

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the City Council, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- Watch special meeting:
 - Access the special meeting real-time online at: joinwebinar.com – Special Meeting ID 326-904-987
 - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto: Channel 26
 - Online: menlopark.org/streaming

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

According to City Council policy, all regular meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

Special Session ([Joinwebinar.com](https://www.joinwebinar.com) – ID# 326-904-987)

A. Call To Order

Mayor Taylor called the meeting to order at 1:07 p.m.

B. Roll Call

Present: Carlton, Combs, Nash, Mueller (arrived at 1:12 p.m.), Taylor
Absent: None
Staff: City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver, City Clerk Judi A. Herren

City Manager Starla Jerome-Robinson announced the need of an urgent closed session regarding labor at 1:45 p.m.

ACTION: Motion and second (Carlton/ Nash) to add a closed session conference to this meeting at 1:45 p.m. with labor negotiators pursuant to Government Code §54957.6 regarding labor negotiations with the American Federation of State, County, and Municipal Employees Local 829 (AFSCME) and Confidential employees; Service Employees International Union Local 521 (SEIU); Menlo Park Police Sergeants Association (PSA); Menlo Park Police Officers' Association (POA); and Unrepresented Management, passed unanimously.

Mayor Taylor requested adding an agenda item to this meeting regarding the creation and appointment to a City Council subcommittee on homelessness in the Bayfront area.

ACTION: Motion and second (Nash/ Combs) to add agenda item to this meeting regarding the creation and appointment to a City Council subcommittee on homelessness in the Bayfront, passed unanimously.

The City Council discussed the creation of the subcommittee and their charge of creating emergency response procedures and protocols when addressing the homeless encampment in the Bayfront Area.

ACTION: Motion and second (Carlton/ Combs) to create and appoint City Councilmember Mueller and Mayor Taylor to the subcommittee, passed unanimously.

C. Regular Business – continued from May 19, 2020

C1. Provide direction on budget balancing measures including program and service reductions for the city manager's proposed fiscal year 2020-21 budget and authorize issuance of notice of intent to layoff affected positions ([Staff Report #20-106-CC](#))

Assistant City Manager Nick Pegueros and Community Services Director Derek Schweigart introduced the item and provided a brief summary of City Council discussion and action taken at the May 19 City Council meeting (Attachment).

The City Council discussed the childcare centers; Belle Haven Child Development Center (BHDC) and the Menlo Children's Center (MCC).

Urgent Closed Session

Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding labor negotiations with the American Federation of State, County, and Municipal Employees Local 829 (AFSCME) and Confidential employees; Service Employees International Union Local 521 (SEIU); Menlo Park Police Sergeants Association (PSA); Menlo Park Police Officers' Association (POA); and Unrepresented Management

Attendees: City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver, Assistant City Manager Nick Pegueros, Labor Negotiator Charles Sakai

- Pamela Jones spoke in support of labor negotiations considering the impacts of lower paid employees.
- Josie Gaillard spoke in support of labor negotiations.
- Lynne Bramlett spoke in support of the labor negotiations and in favor of higher wage earners taking a larger percentage cut.

The City Council adjourned to the closed session at 2:06 p.m.

The City Council reconvened in open session at 5:37 p.m.

Report from Closed Session

No reportable actions.

D. Adjournment

Mayor Taylor adjourned the meeting at 5:39 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of July 14, 2020.



FISCAL YEAR 2020-21 SERVICE AND PROGRAM REDUCTIONS

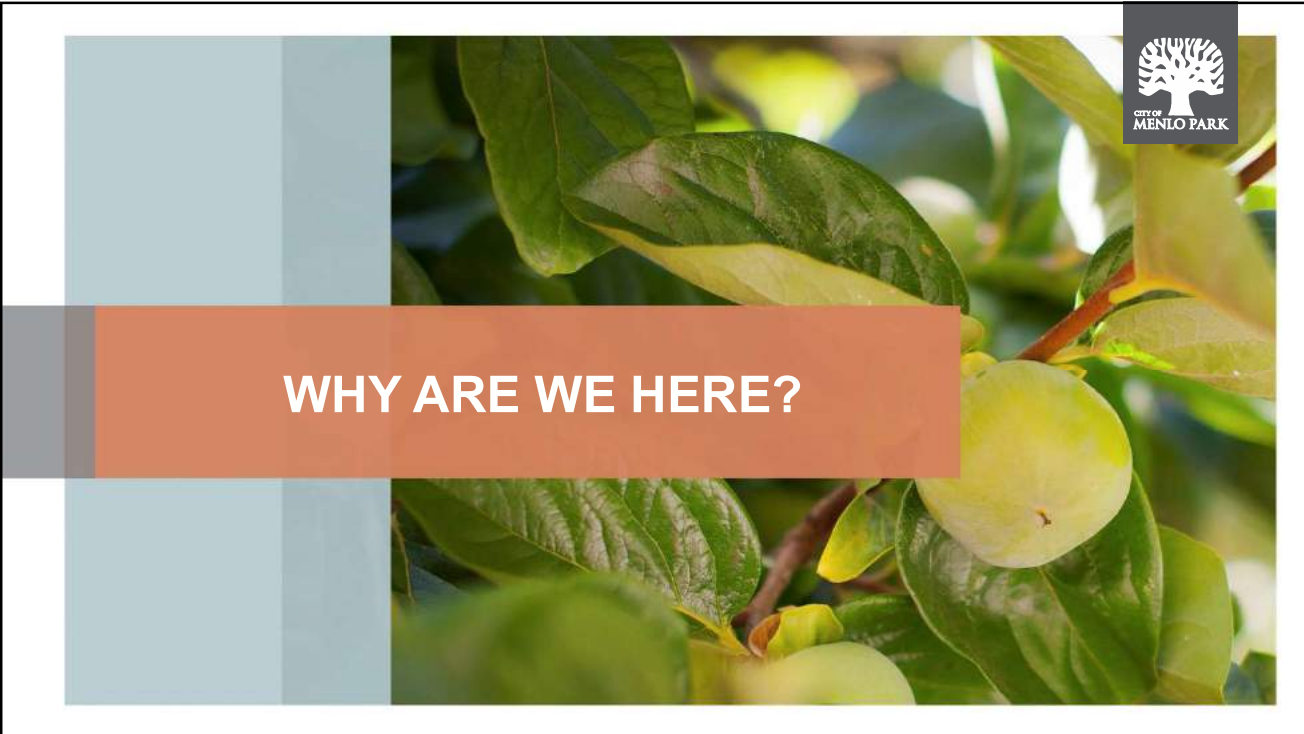
May 19, 2020



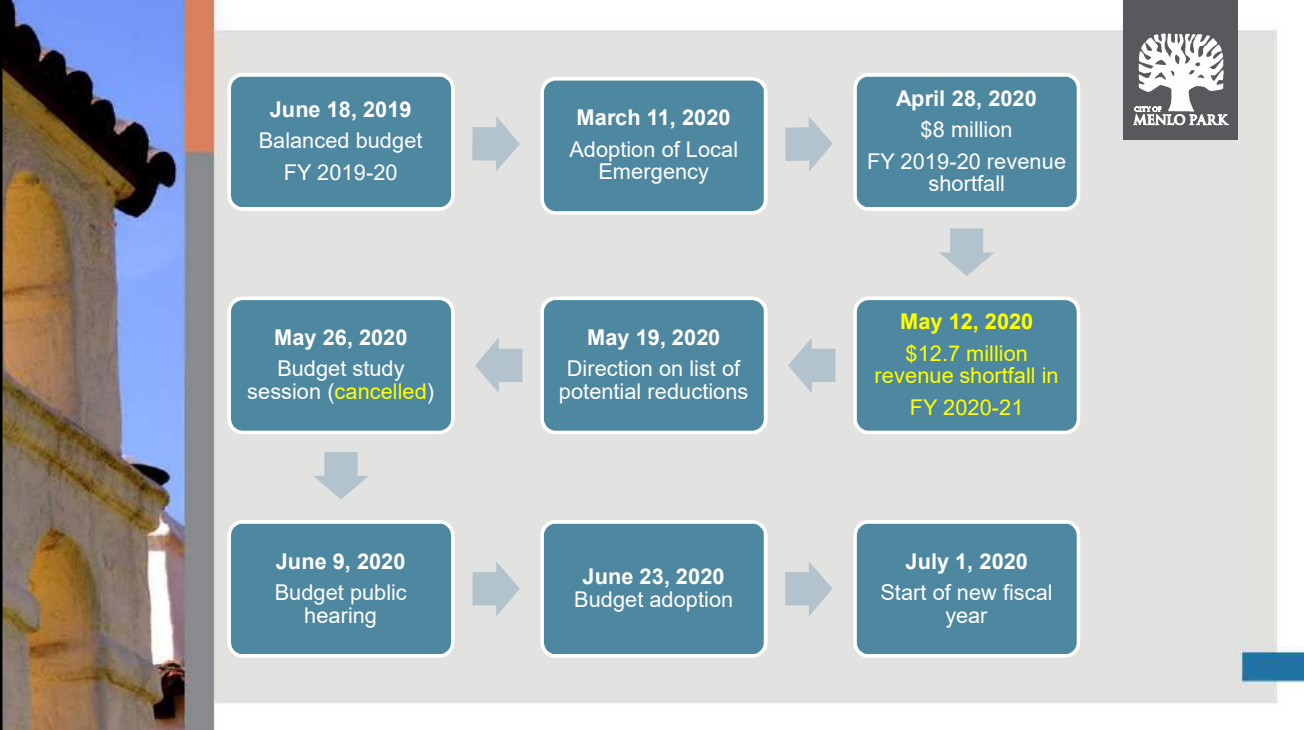
AGENDA

- Introduction
- Review of staff report
- Public comment
- Break
- Worksheet procedures and use
- City Council questions and deliberations



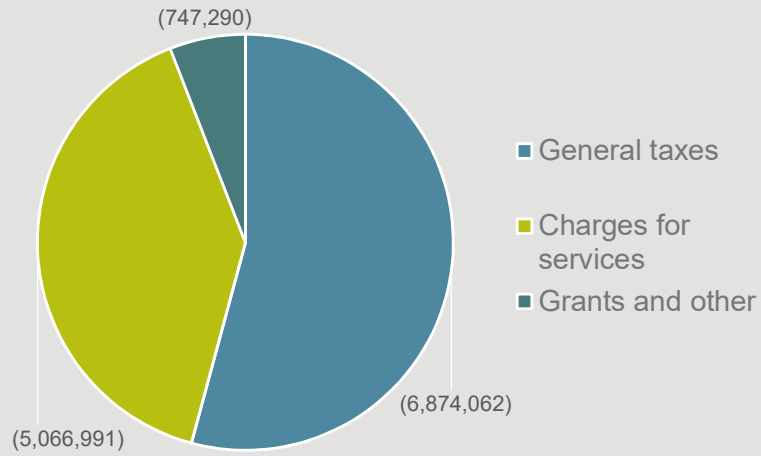


WHY ARE WE HERE?

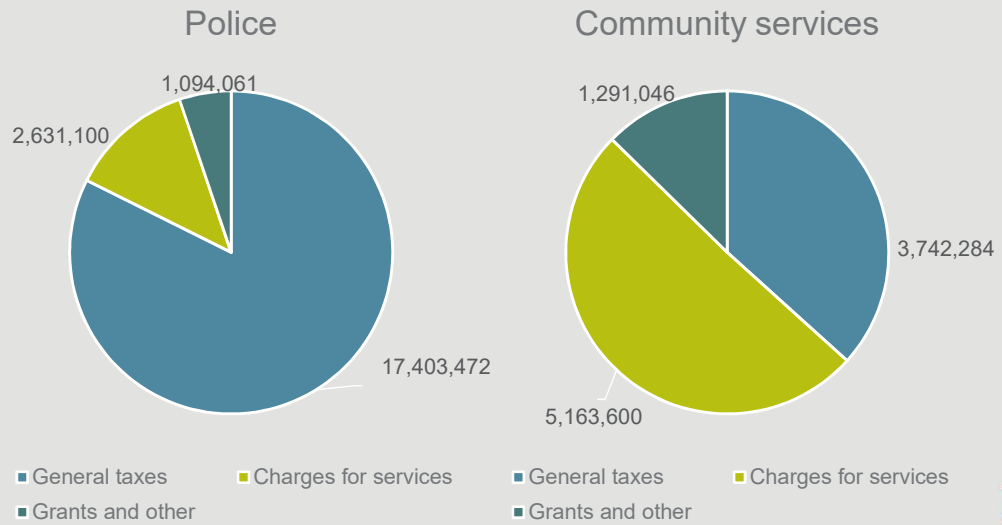




2020-21 REVENUE SHORTFALL \$12.7 MILLION



HOW PROGRAMS ARE FUNDED 2019 BASELINE



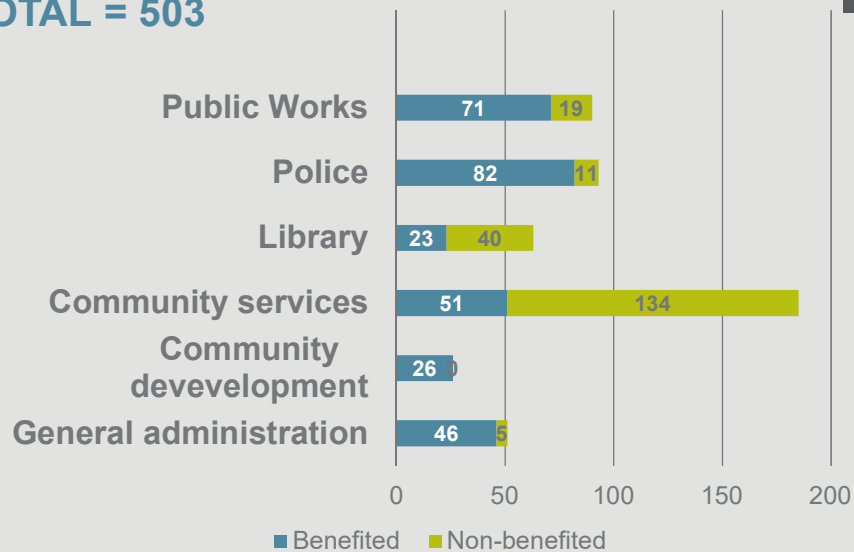


BALANCING MEASURES

- Operating revenue
 - Tax increases
 - Fee increases
- Operating expenditures
 - Essential services
 - Mandated services
 - Baseline services
- One-time money
 - Economic stabilization fund
 - Unassigned fund balance
 - Capital monies
 - Sale of assets



2019 HEADCOUNT (IRS W-2 FORMS) TOTAL = 503





UNREPRESENTED EMPLOYEES

- Management
 - 25 positions
 - Total wage & pensionable of \$4.50 million (general fund)
 - 25% reduction in personnel costs
 - No cost of living adjustment, merit increase, or bonus
 - Freeze two vacant department heads
 - Additional personnel cost savings of \$231,291
 - Employee share increasing 1.2% July 1, no offset
- Confidential
 - 8 positions
 - Total wage & pensionable of \$0.95 million
 - Mirror AFSCME wage and benefits

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REPRESENTED NON-SAFETY EMPLOYEES

- Non-supervisory employees
 - Represented by Service Employees International Union Local 521 (SEIU)
 - Total wage & pensionable of \$12.45 million (general fund)
 - Contract expires June 30, 2021
- Supervisory miscellaneous employees
 - Represented by American Federation of State, County, and Municipal Employees Local 829 (AFSCME)
 - Total wage & pensionable of \$4.56 million (general fund)
 - Contract expires June 30, 2021

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REPRESENTED SAFETY EMPLOYEES

- Police officers and corporals
 - Represented by Menlo Park Police Officers' Association (POA)
 - Total wage & pensionable of \$8.03 million
 - Contract expires August 31, 2021
- Police sergeants
 - Represented by Menlo Park Police Sergeants' Association (PSA)
 - Total wage & pensionable of \$2.72 million
 - Contract expires June 30, 2022

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FISCAL YEAR 2020-21 BALANCED BUDGET



REQUESTED DIRECTION

- Provide direction on program and service reductions to include in the city manager’s proposed budget
 - Confirmation of consensus at prior meeting
 - Budget balancing measures
 - Service reductions
 - Revenue options
 - Use of one-time money
- Authorize issuance of layoff notices to employees

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RECOMMENDATION

Category	2020-21 baseline	Recommendation	2020-21 recommended
Revenue	\$ 68,214,481	\$ (12,688,343)	\$ 55,526,137
Personnel	44,689,302	(4,570,057)	40,119,245
Non-personnel operating	22,639,570	(4,100,000)	18,539,570
Use of one-time money			
Decrease capital transfer	3,002,400	(970,000)	2,032,400
Use of reserves	-	2,620,586	2,620,586

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VACANT POSITIONS

Position	Fully burdened cost	Position	Fully burdened cost
Administrative Services Director	270,836	Police Corporal	189,507
Human Resources Technician	127,506	Police Officer	177,543
Building Inspector	158,837	Police Officer	177,543
Plan Check Engineer	182,457	Police Officer	177,543
Senior Planner	176,693	Management Analyst I/II	147,592
Management Analyst I/II/Sr	181,650	Associate Civil Engineer	180,967
Management Analyst I/II/Sr	185,431	Building Custodian	106,244
Recreation Coordinator	124,207	Building Custodian	106,244
Management Analyst I/II	147,592	Associate Transportation Engineer	180,967
Child Care Teacher II	106,244	Junior Engineer	128,265
Communications Training Dispatcher	147,160	Community Development Director	256,415
Police Records Specialist	116,124	Assistant Public Works Director - Transportation	213,169
Parking Enforcement Officer	66,208	Associate Planner	163,108



ADDED MEASURES

- Reopening scenarios
 - Belle Haven CDC
 - Menlo Children's Center
 - Gymnastics programming
- Additional payments to CalPERS using strategic pension reserve
- Clarification on transportation positions



REQUESTED DIRECTION

- Provide direction on fiscal year 2020-21 budget
 - Service reductions
 - Revenue options
 - Use of one-time money
- Authorize issuance of layoff notices to affected staff

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AGENDA

- Introduction
- Review of staff report
 - Public comment
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QUESTIONS