

MAYOR JEFF IRA  
VICE MAYOR BARBARA PIERCE

MINUTES

COUNCIL MEMBER ALICIA C. AGUIRRE  
COUNCIL MEMBER IAN BAIN  
COUNCIL MEMBER ROSANNE FOUST  
COUNCIL MEMBER JIM HARTNETT  
COUNCIL MEMBER DIANE HOWARD

1017 MIDDLEFIELD ROAD  
REDWOOD CITY, CA

SPECIAL MEETING  
CITY COUNCIL  
JUNE 20, 2005  
7:00 P.M.

1. CALL TO ORDER – 7:02 p.m.

2. ROLL CALL

Council Members Present: Aguirre, Bain, Foust, Hartnett, Howard, Vice Mayor  
Pierce and Mayor Ira

Staff Present: City Manager Everett, Assistant City Manager González,  
City Clerk Howe, Deputy City Clerk Conly, City Attorney  
Yamamoto, Financial Services Director Ponty, Financial  
Services Manager Freeman, Senior Accountant Khin,  
Senior Accountant Weinstock, Police Chief Bolanos,  
Police Captain Warner, Police Sergeant Cesena,  
Administrative Sergeant Hernandez, Fire Chief  
Kohlmann, Parks, Recreation and Community Services  
Director Centeno, Parks, Recreation and Community  
Services Superintendent Hover, Parks, Recreation and  
Community Services Supervisor Beth, Parks, Recreation  
and Community Services Manager Chin, Community  
Development Director Patterson, Community  
Development Services Manager LaTorra,  
Redevelopment Manager Moeller, Public Works  
Services Director Ingram, Public Works Superintendent  
Mann, Public Works Superintendent Barwacz, Volunteer  
Balsamo

3. PLEDGE OF ALLEGIANCE - Jeff Ira, Mayor
4. INVOCATION - Pastor Dennis Logie, Sequoia Christian Church
5. ORAL COMMUNICATIONS AND CONSENT CALENDAR

M/S Bain/Pierce to waive reading of the Consent Calendar except the ordinances by title, adopt the resolutions and the ordinances, and approve other items. Items 5.3.A and 5.3.C were removed from the Consent Calendar. **The motion passed by a unanimous roll call vote.**

#### 5.1 Section – Motions

- A. Approve the minutes of the June 6, 2005 City Council meeting as submitted;  
(301) **MINUTE ORDER 05-109**
  
- B. Amendment No. 1 to Agreement for Auditing Services (Caporicci & Larson), extending the Agreement for Two Years  
**Recommendation:**  
The City Council Audit Committee recommends that the Council authorize the Mayor to execute the attached amendment to renew the agreement with Caporicci & Larson to provide auditing services for the fiscal years ending June 30, 2006, and 2007 for the same fee as charged for FY 2004/05, or \$50,300.00.  
(304) **MINUTE ORDER 05-110**
  
- C. Amendment No. 1 to the Consultant Agreement with Chaudhary and Associates, Inc., relating to the Ralston Avenue/Marine Parkway/Route 101 Interchange Reconfiguration Project.  
**Recommendation:**  
By motion, approve Amendment No. 1 to the agreement with Chaudhary and Associates, Inc., for providing supplemental construction survey and other support for the Ralston Avenue/Marine Parkway/Route 101 Interchange Reconfiguration Project, in an amount no-to-exceed \$75,000.00. (304)  
**MINUTE ORDER 05-111**
  
- D. Amendment #3 to the Agreement between the City of Redwood City and the Redwood City School District for After School Program Services (City providing Services).

**Recommendation:**

Approve by motion and authorize the City Manager to execute Amendment #3 to the Agreement dated September 8, 2003 for After School Program Services that the Parks, Recreation and Community Services provides. (304)

**MINUTE ORDER 05-112**

- E. Amendment #1 to the Agreement between the City of Redwood City and the Redwood City School District for After School services (District providing Services).

**Recommendation:**

Approve by motion and authorize the City Manager to execute Amendment #1 to the Agreement dated December 7, 2004 for After School Program services and academic support that the Redwood City School District provides. (304)

**MINUTE ORDER 05-113**

**5.2 Section – Claims and Warrants**

- A. Approve warrants dated through June 13, 2005 and usual and necessary payments through June 20, 2005; (303)

**MINUTE ORDER 05-114**

**5.3 Section – Resolutions**

- B. Annual Appropriations Limit for FY 2005/06.

**Recommendation:**

That the City Council adopt a resolution establishing the Appropriations Limit for the FY 2005/06. (501)

**RESOLUTION 14649 ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2005/06**

- D. Annual Tax Levy for the Shores Traffic Improvement District

**Recommendation:**

It is recommended that the City Council acting as the legislative body of the Community Facilities District No. 99-1 adopt a resolution authorizing the levy of special taxes for FY 2005/06 in the amount of \$1,006,239.91 on the parcels within Redwood City Community Facilities District 99-1 (Shores Traffic Improvement District). (505)

**RESOLUTION 14650 OF THE COUNCIL OF THE CITY OF REDWOOD CITY  
ACTING AS THE LEGISLATIVE BODY OF THE COMMUNITY FACILITIES  
DISTRICT NO. 99-1 AUTHORIZING THE ANNUAL LEVY OF SPECIAL TAX  
FOR FISCAL YEAR 2005/2006**

**5.4 Section – Ordinances (First reading/Introduction)**

**A. Fiscal Year 2004/2005 Appropriation Revisions**

**Recommendation:**

It is recommended that they City Council introduce an ordinance by the affirmative vote of five-sevenths (5/7<sup>ths</sup>) of all Council Members appropriating and transferring certain funds for specified purposes in order to conform the budgeted amounts to actual expenditures approved for transactions, which have occurred during fiscal year 2004/2005.

ORDINANCE APPROPRIATING SPECIFIED AMOUNTS FROM DESIGNATED UNAPPROPRIATED FUND BALANCES TO SPECIFIED APPROPRIATIONS, CANCELING CERTAIN APPROPRIATIONS, AND TRANSFERRING SPECIFIED AMOUNTS FROM DESIGNATED APPROPRIATIONS TO OTHER SPECIFIED APPROPRIATIONS (501)

**MINUTE ORDER 05-115**

**5.3 Section – Resolutions (continued)**

**A. Amendment No. 2 Extending Agreement for Parking Citation Processing and Adjudication (Turbo Data Systems, Inc.) for a Period of One Year**

Council Member Pierce stated that this topic had been reviewed and discussed with the City Managers in the area around the fact that most cities in the area use the same company to perform this service. She asked for more information about the statement in the report that mentioned an RFP process.

City Manager Everett stated that preparation would start well in advance of the RFP occurring one year from now in order to allow for the competitive process for the 2006/07 fiscal year.

**Recommendation:**

M/S Pierce/Foust to adopt a resolution approving and authorizing the City Manager to sign an amendment to the agreement with Turbo Data Systems, Inc. for processing parking citations and administrative adjudication of appeals for a period of one year. **(304)**

**RESOLUTION 14651 APPROVING AND AUTHORIZING EXECUTION OF SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES RELATING TO PARKING CITATION PROCESSING AND ADJUDICATION (TURBO DATA SYSTEMS, INC.)**

**The motion passed by a unanimous roll call vote.**

**C. Adoption of Administrative Policy No. 36**

Staff recommended that the City Council approve a resolution that adopts the Administrative Policy No. 36 which provides authority to the City Manager to do the following:

1. execute certain membership agreements,
2. execute certain multi-year lease and tenancy agreements,
3. enter into certain agreements under which the City is providing a service, and
4. execute certain fiscal agent agreements.

Council Member Hartnett explained that this policy would clarify and enhance the City Manager's authority to sign certain agreements on behalf of the City and suggested that this policy be directed to the Council's Finance Committee to review and make recommendations.

**Recommendation:**

M/S Foust/Hartnett to refer this topic to the Finance Committee to review and make recommendations. **The motion passed by a unanimous voice vote. (202)**

**MINUTE ORDER 05-116**

**6. STUDY SESSION**

**A. FY 2005/2006 Budget Study Session 1**

I.

**A. Introduction –**

City Manager Everett gave the background stating that the budget process began in February setting policies, looked at over arching guidelines and rated priorities from high to low. Council has seen the draft Capital budget, the Block Grant budget and has seen the HSFA recommendations. (PowerPoint presentation on file)

B. Council Priorities –

City Manager Everett explained the new City Council priorities.

C. Reductions Since FY 2002/03 –

City Manager Everett explained the process of the budget review and reductions that resulted in reduced expenditures of \$10M; elimination of 52 full time equivalent positions; and elimination of 23,777 casual hours.

II.

A. General Fund –

- i. Revenue and expenditure overview
- ii. Major budget assumptions
- iii. February 2005 estimates
- iv. What Has Changed?
- v. Use of reserves in FY 2005/06 – FY 2007/08

Financial and Financial Planning Director Ponty explained the above topics and gave the three year projection assuming the 2005/06 budget as presented is adopted. Projected deficits of about \$1.5M in 05/06; \$1.6M in 06/07; and \$1.2 in 07/08, leaves reserves in 07/08 at approximately \$14.4M in reserves which is right at the upper end preferred target. This assumes very healthy use of reserves, financing projected deficits using reserves to finance 67% of the deficit in 06/07 and 50% in 07/08.

Council comments and questions included a request to provide a projection using 75% from reserves in 06/07 and 67% in 07/08. An explanation was requested for the difference between sales and property tax.

III.

A. Recommended FY 2005/06 Budget –

Assistant to the City Manager Gonzalez explained the recommended budget.

i. Recommended expenditures/reductions

Council asked various questions related to the Human Resources Department and the PRCS Kids Club close out; and inspections for potential tree removal through PWS. Further questions were asked regarding transfer of a small percentage

of positions to non General Funds. Questions about code enforcement, library reductions and impacts were asked. The question of impacts on moving of funds from one account to a more appropriate account was posed. Explanations of the Hoover field rentals and Sandpiper School rent increase proposals were requested. Police Chief Bolanos was asked to explain the reductions in the Police Department.

ii. Recommended revenue increases

Council asked questions regarding increase to hourly charges and commended departments that had secured new revenues.

B. FY 2005/06 Options

Council discussion ensued regarding further reductions if choosing to add back in another area such as the traffic program.

C. Council Questions

Council asked that on a regular basis potential fee increases be studied and implemented.

*Recess: 8:55 – 9:10 p.m.*

IV.

A. Human Services Financial Assistance –

Chairperson Juan Garcia explained that the funding recommendations stay the same as last year and provide vital services. He explained the process that provides the basis for the recommendations stating that a tool was developed to evaluate the applications and staff assisted in the evaluation.

V.

A. Public Comment

Kitty Lopez, Executive Director of Samaritan House, thanked the HHCC and Council for setting aside funds for this effort.

Jason Wong, Director of the clinic, stated their effort to provide dental and eye services to those who are currently being served in San Mateo and have a 3 and 6 months waiting periods. He explained the diabetes

program which will provide therapy and the ability to manage the patients better through education services.

Michelle Butte, youth program coordinator at the Crisis Intervention and Suicide Prevention center, thanked the Council for the recommended funding. She stated that the funds educate middle schools, provide youth intervention, provide a plan of action, 24-hour crisis lines and has expanded to chat lines that are available to youth. An addition has also been a chat room.

B. Decisions and Direction –

Mayor Ira explained that when the original policy for reserves was brought to the Council the recommendation was to not allow reserves to fall below 20%. The ability existed to fund critical projects for some time and the policy of dropping the reserves below 15% was reasonable. He stated his concerns about the staffing level of the Police Department being below the Community Policing policy adopted in 1997 and stated requested a review in January for any possible adjustments.

Council discussion involved the interest in restoring the half time traffic engineering position stating it is an important citizen service; study at mid-year for possible adjustments to ensure downtown services are supported; consideration of timing on restoring the Fire Engine in the downtown; supported continued work on generating new revenue. Suggested options for funding included looking at Human Resources, Public Works Services and CDS; and reserves. Concern was expressed that the tree program not be cut back and that Police, Fire and Libraries not be impacted.

Council requested information in the future on the process for City project management. Specifically, how the project budget is developed, the expenditure tracking and recap of the project expenses when complete.

M/S Aguirre/Bain to direct staff to add back the half time neighborhood traffic engineer staffing of approximately \$50,000.00 using up to \$30,000.00 from CDS professional services, \$14,000.00 from Human Resources with the anticipation that the balance will be funded by reserves until new revenue generation. This motion is subject to the adoption of the 2005/06 budget. **The motion passed by a unanimous voice vote. (501)**

**MINUTE ORDER 05-126**

VI.

A. Results from Community Input Meetings on the 2005/2006  
Recommended Budget –

**Recommendation:**

The material was provided for information only. No action was requested and Council may discuss the input at the next session.

**7. MATTERS OF COUNCIL INTEREST**

**A. Legislation (information only)** – This sub-section involves possible discussion of City Position on Proposed Legislation described in the League of California Cities Priority Focus Bulletin No. 23-2005. Council may direct staff to act on positions taken by Council. (Copies of League of California Cities Priority Focus available in City Clerk's Department).

**B. Appointments to City Council-appointed Boards, Committees, and Commissions**

1. Housing and Human Concerns Committee (*One unexpired term ending May 31, 2008*). Applicants are listed in alphabetical order:

City Clerk Howe conducted a roll call vote with Council Members naming one vote each as follows:

- Paul Adrian
- Robert Dickinson – *Council Members Aguirre, Hartnett and Vice Mayor Pierce*
- Cecilia Ellis
- Morton Frank
- Barbara Hunt
- Marc Manuel – *Council Members Bain, Foust, Howard and Mayor Ira*
- M. Lorena Melghem
- Ellen Mosher

**The successful applicant was Marc Manuel, appointed to fill the unexpired term ending on May 31, 2008. (209) MINUTE ORDER 05-117**

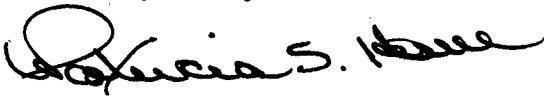
**C. Vice Mayor Pierce** - stated that she recently attended the water forum to ABAG where the budget was recently passed. The resource water management plan for the region was discussed and working with ABAG to fund the former Calfed Task Force that is morphing into another organization. The group is looking for partners who are applying for Proposition 50 money for water projects that are

Bay Area water wide. She stated that she would be returning at a later date with ABAG's recommendations and what the city's fund contribution to the Urban Water Management Regional Plan might look like. The good news is that recycled water does play a part if providing water resources for the entire region.

**8. ADJOURNMENT – 10:30 p.m.**

M/S Foust/Hartnett to adjourn until the next Regular City Council meeting of June 27, 2005 memory of Rudy Luca who passed away on June 17, 2005 at the age of 80. He leaves his wife and two sons of which he was extremely proud. **The motion passed by a unanimous voice vote.**

Respectfully submitted,



Patricia S. Howe  
City Clerk