

THIS IS A COMBINATION OF ALL BUDGET COMMITTEE REPORT OUTS

June 26th 2024 - Canceled Due to Power Outage

June 25th 2024 Budget Committee Meeting Notes

June 13th 2024 Budget Committee Meeting Notes

June 6th 2024 Budget Committee Meeting Notes

**BUDGET COMMITTEE RECAP OF MEETING OF JUNE 25, 2024**

The Budget Committee discussed having one document that listed all the proposed reductions in one document.

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The Committee discussed the following budgets:

Engineering  
Public Works Reorganization

Discussed:        Adding \$5000 for Garbage Franchise Proposal review by GHD  
                     Adding information to the matrix of potential for reduction of engineering services for  
                     routine items due to budget reduction  
                     Staff (GHD) stated the proposal staffing structure is sustainable  
                     Staff also discussed the potential for a job title/job description change to be reviewed in the future for  
                     staffing for the engineering department

Of Note: The Committee discussed Baker Tilly and stated they want to ensure that the budget proposed contains the same information in the presentation model.

Committee Requested:

Breakdown /explanation of impacts/costs for:

All City owned Buildings

Requested a snapshot in the grid of City buildings and what we provide for maintenance (staffing costs/materials, etc.)

Requested Need definition of preventative maintenance versus maintenance, such as:

High weed mowing – maintenance

Resealing bench – preventative maintenance

Costs of Staff time for preventative/hours and dollar amounts

Costs of staff time for Maintenance/hours and dollar amounts

Councilmember Maurer discussed: Staff stated no shortage of staff time needed for PW

Vice Mayor Zollman discussed:

Running list/log of staff time/hours on various items such as:

Unhoused

Vandalism

Would like to see this data

Discussed having SAFE included in this budget and that this data and information affects the bottom line

Councilmember Maurer discussed:

- Like the idea of a balanced budget
- Losing one position to the water/sewer fund
- Propose not to freeze maintenance worker II position
- Keep City bright/clean
- People upset of degradation of City
- Visual issue
- Goes beyond safety
- Not see City degrade
- If lose maintenance worker position City further degrades
- Plaza fountain needs repairs

Vice Mayor Zollman discussed:

- Concurs
- Hears from downtown business of cleanliness such as cleaning of sidewalks
- If unpleasant -no one wants to be there
- Revisit the idea returning this position to the budget
- Need more people to come into the City
- Need more people on Main Street

Councilmember Maurer discussed: If the position is unfrozen, the Maintenance Worker can take care of things in plaza/park/make Sebastopol beautiful

Vice Mayor Zollman discussed:

- Consider a contract with Becoming Independent again
- Relook at that

Councilmember Maurer discussed:

- Libby Pond
- Ives Park
- Fencing
- Questioned if this was in the budget? Staff stated no sand discussed need for Special Engineering/Army Corp/Environmental review

Councilmember Maurer discussed:

- Applying to Rotary for grants
- Discussed dark sky lighting
- Receiving complaints about some bright street lights
- Advocated for PGE to give lowest K lights (2700)
- Move in direction of lower K lighting
- Get covers for lights
- Exploring options to reduce brightness of the street lights

Staff commented: Will look into/different style/downward facing/different K (meet illumination requirements); look at modification

Councilmember Maurer commented: When PGE replace do they replace with 2700 K? Staff stated yes.

Councilmember Maurer discussed costs for pet waste bags. Staff stated that is for a year supply of pet waste bags as well as a buffer to accommodate dispensers.

Councilmember Maurer discussed: EV Charging Station and maintenance; Does City make money off EC charging stations? Staff stated the City breaks even.

Vice Mayor Zollman questioned if the income offsets the costs. Staff stated yes. Staff stated: EV not fast chargers – being utilized less and less  
Infrastructure highest cost

Vice Mayor Zollman requested staff:

Reach out to SCP and discuss an assessment City wide

Councilmember Maurer discussed:

- Infrastructure
- Street markings/paint/thermoplastic
- Florescent flashing on bottom of stop signs and cross walks
- Invest in more of those (especially on Main routes)

Vice Mayor Zollman discussed: Tie this into Caltrans Grant

Councilmember Maurer discussed suggestion to have plastic bollards to protect bikers.

The Committee discussed:

Senior Center

Ives Pool

Community Center

Vice Mayor Zollman discussed:

- Parity
- Disagree with SCCC assuming title of parks and recreation department
- Value Community Center as much as Senior Center, Sebastopol World Friends, Center for the Arts
- If asking Senior Center to take deduction, will be asking others to do the same
- All non-profits need to be sustainable
- Not thrilled with reduction to Senior Center but all non-profits need to be a sustainable partner
- This applies to Ives Pool as well
- Not like seeing this reduction
- Will not support the reduction if not see other proposes cuts for other non-profits

Councilmember Maurer discussed: Supports funding SCCC for \$58,300 to end of year

Vice Mayor Zollman discussed: He did not support that contribution; Stated the City funded SCCC \$353,000 last year; Stated could make funding with fundraiser and be sustainable

Councilmember Maurer discussed: SCCC has done a lot of outreach; Comfortable with budget for SCCC; hard to go from receiving \$353,000 to nothing; supported funding for half a year; hope they become sustainable; If maintenance is funding for other buildings – okay to fund maintenance for this SCCC

City Manager Schwartz discussed: fire protection improvements and that SCCC could close in 90 days if not completed

Vice Mayor Zollman discussed: Requested SCCC have a good explanation to explain to other non-profits why they should get this proposed funding and why they need more help than other non-profits

IVES POOL:

Vice Mayor Zollman discussed: Same emphasis for all non-profits; Service on behalf of City; Work to be self sufficient  
Increasing rates of swimmers; Good faith promise and effort

Councilmember Maurer discussed: Update of outdoor shower area; Painting; Pool deck

Staff stated it is in the budget.

FIRE DEPARTMENT

Vice Mayor Zollman discussed:

- Medical Calls

- 60% Trip and Falls
- Like to reduce that number
- Discussed with Steve Thibodeau who stated these calls are secondary repeats/discharged patients
- Communication with Kaiser/wants more data/slip and falls/City
- Would like that data
- How much to pay to get that data
- How to assist County to get data
- Discussed SAFE Team/How it can help the Fire Department
- Discussed potential SAFE Ad hoc/how much staff time (hours and costs if Fire on Ad Hoc Committee)
- CERT Program/Discussed Chief from Long Beach Analysis of CERT and requested the Fire Chief reach out to the Long Beach Chief

Councilmember Maurer discussed:

Funding for Fire station building/thought this was from the Measure H funds (\$5M)

Fire Chief commented: That figure was from 2020/way behind the curve

City Manager Schwartz commented: Discussed deb payment for the fire truck using Measure H revenue

Councilmember Maurer discussed: Questioned need for \$15000 outreach for consolidation

Fire Chief commented: Nuance and messaging/strategic/need for Professional consultant/mailers/informational sheet

Councilmember Maurer discussed:

MYN

Fire Assessment Study – does this cost \$60,000?

Fire Chief commented: Need to decide what is wanted/ where we want to be in the timeline/be shovel ready/want to be prepared and not delay the process

City Manager Schwartz discussed bonds.

City staff discussed LAFCO requirements/contributions of city

Councilmember Maurer discussed: Can there be temporary /portable buildings

Fire Chief commented: Discussed different stages/staggered project

Vice Mayor Zollman discussed:

- Requested explanation of bond issuance in matrix
- Requested LAFCO requirements in Matrix
- Not supportive of Map Your Neighborhood funding unless there is an analysis done
- Requested the Fire Chief call Long Beach Fire Chief/getting analysis of continue MYN or slow down and bring back CERT program

Fire Chief commented:

- Discussed liability/good Samaritan
- Analysis of effectiveness of CERT and MYN
- Both have merits
- Start pursuing CERT

- MYN has merit
- Do we want to include or not include funding is the question

Councilmember Maurer asked costs for landline for 9-1-1.

Fire Chief commented the calls go to Police Department first.

Vice Mayor Zollman discussed:

- Prevention
- CIRA Ratings for claims
- SAFE
- Saves wear and tear on fire personnel

Dive in with Kaiser/Sutter for potential funding

### ACTION ITEMS:

Engineering	<p>Include Funding of \$5000 for GHD - Review of Garbage Franchise Agreement          Describe in matrix Engineering limited services to the public          Describe how proposed staffing for consolidation is sustainable</p>
Public Works	<p>Unfreeze Maintenance Worker 2 Position currently frozen          Review of Becoming Independent Contract          List of City Buildings that we provide maintenance for into the Matrix          Explanation/Descriptions/Examples of Preventative Maintenance          What is staff time needed for preventative maintenance – hours and dollars          What is staff time needed for maintenance -hours and dollars          Explanation of Issues of Fencing at Libby and Ives Park (Engineering/Environmental/Look for grants)          Work with Sonoma Clean Power to see about conducting an assessment of the City/partner with City          Review costs for reflectors/signs – include estimate for dollars/staff time/maintenance and supplies (safety)</p>
Senior Center	<p>Staff to bring back Revised Budget with Correct Allocations for Senior Center/Ives Pool/SCCC (ensure cost allocation is correct)</p>
SCCC	<p>Sandra Maurer – supports funding for half year          Stephen Zollman – does not support funding</p>
Fire Department	<p>Amount of Staff Time (Hours and Dollars) to have Fire be on ad hoc committee (SAFE) if created by Council          Would like to see information on funding/costs for CERT Program          Clarification on Payment of Fire Engine (How will this be paid for – debt service? Fire department)?          Vice Mayor Zollman – Include funding; however, not supportive of Map your Neighborhood at this time unless there is an analysis (see analysis from Long Beach Chief)          Councilmember Maurer – See Contract/Requires reporting/assessment of work doing/see benchmarks/what are we paying for/Not seen much outreach/strategies/what new neighborhoods brought on/accounting          CERT – training for individuals/neighborhoods          Review of Best Approach for Citizen Engagement for MYN or CERT</p>

Building	Explore terminating Flood Gauge Contract Explore other avenues to assist in paying
City Attorney	Re-allocation of Budget costs for city attorney and outside legal services; details to be included in matrix
City Manager	Shifting \$10,000 from Council budget to City Manager Budget Detailed information as to scope of work/projects/what is outside scope of work Councilmember Maurer – Supports funding to analytic support Vice Mayor Zollman – spell out analytic support; if want more - put in more but tell why want more; tie to specific example Break down costs for facilitator \$6000 for Laura Hagar invoice; need detailed information; complying with contract

LIST OF PROPOSED CUTS INTO ONE CONSOLIDATED DOCUMENT

## BUDGET COMMITTEE RECAP OF MEETING OF JUNE 13, 2024

### CITY MANAGER SCHWARTZ PROVIDED AN OVERVIEW OF THE BUDGET (HIGH LEVEL PERSPECTIVE)

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- Ensuring clarity of IT and what is proposed / how it is proposed to be funded
  - Both Councilmembers in consensus
- Statement of importance/value of ensuring City is making good faith efforts to meet CIRA goals to reduce WC/liability claims
  - Such as:
    - Office Furniture for Staff
    - IT Cyber Security
  - Both Councilmembers in consensus
- Explanation of how this affects the City's premiums and costs
  - Both Councilmembers concurred with explanation of costs/premiums
- Update Staffing Assessment – Estimate
  - Vice Mayor Zollman – would like request one estimate
  - Councilmember Maurer – Look into costs – concurred
    - Estimate not to be put into the budget at this time
- Glossary of Terms:
  - Both Councilmembers concurred with creating a glossary of terms
- Roll over of Budget: Clarity deferred to City Manager for explanation/staff report
- Police Department Budget is a Priority for discussion
  - Both Councilmembers in consensus
- \$100 Transfer - Not make transfer this Fiscal Year
  - Both Councilmembers in consensus

#### Council Budget:

- Explanation and Examples of Outreach Coordinator budget (within scope of work and items outside scope of work)
  - Both Councilmembers are in consensus to have detailed information presented
- Moving Park Village to City Council does not make sense
  - Both Councilmembers are in consensus to move it to another department
  - Vice Mayor Zollman would like explanation why not in non departmental budget
  - Councilmember Maurer would like it in the Public Works Budget

#### Homeless Outreach Coordinator:

- Vice Mayor Zollman: Does not agree with funding to be in the police department budget; would like this item discussed at the Council budget hearings
- Councilmember Maurer – Funding okay to be in the police department budget

#### City Attorney Budget:

List of costs for litigation broken out

Explanation of routine services

Explanation of outside legal services  
Range of current proposals

Clarity of increase for cash pay out – vacation – Vice Mayor Zollman requested information  
Councilmember Maurer does not want it called out specifically for employee  
Accrual in lieu explanation in glossary

#### Narratives

- Narrative from the DRAFT memo should match the revised narratives from the Departments
- Use memo to have as a running log
- Running log of budget committee's work
- What is new and what is previous
- Beginning budget committee requested ongoing rolling document; adding to in order to keep everyone informed and on same page of everyone's work
- Rolling log
- Refresher how committee got to this budget
- Referring back to rolling memo
- Not want public to be lost

Prior Memo of June 10<sup>th</sup>  
Put that memo attached to new June 13<sup>th</sup> Memo Discussed

City Manager:  
Summary of Meetings  
Recap in rolling document

City Manager Envisions:  
Budget Memo for Book  
Overview in Memo  
Final version of matrix in budget

Staff to send DRAFT Review of Rolling Document to Budget Committee for Review

- Both Councilmembers were in consensus

UAL  
\$1.3 Fixed Plus Normal Costs

Clerk Budget  
Leave in Granicus  
Both Councilmembers were in consensus for tentative approval of budget

Budget Matrix  
Have them be consistent  
Increase First  
Decrease Second



Vice Mayor Zollman requested:

Why HR and IT fall under Administrative Services/Reasons?

Goals/Roles/Accomplishments/Mission statement for each department

Build in more of a narrative

Succession planning

Liability skilled personnel leave/police chief/attorney

Who is being positioned for next in command

Councilmember Maurer no opinion on that but concern with \$3000 for training

- Opposed to cost unless specific person with specific need for this training

City Manager to flush out

Vice Mayor Zollman requested this be researched as grant.

Councilmember Maurer – share costs

## IT

Not in this budget

Transfer in need to IT

Councilmember Maurer – transfer in of IT funds

Vice Mayor Zollman – transfer in fund

- o Both Councilmembers in consensus

Administrative Services Department: Tentative approval with recommendation for IT increase

- o Both Councilmembers in consensus

Update on discussion of :

- o Planning Commission
- o DRB
- o Public Arts

Planning and City Manager to bring back recommendations from all boards/committees/commission

Better explanation/narratives

Recap

City Council

City Manager

City attorney

City Clerk

Administrative Services

Non departmental -Councilmember Maurer not okay with general catch all

## Next Meetings

June 24<sup>th</sup>

9:00 am

June 25<sup>th</sup>

9:00 am

June 26<sup>th</sup>

9:00 am

## BUDGET COMMITTEE

### REPORT OUT FOR: CITY COUNCIL MEETING OF JUNE 18, 2024

Below is a recap of items discussed, recommendations, follow up and next meeting dates:

Discussed consideration for funding for:

- Assets such as: Office Furniture/Computers/Fixed Monitors for Meetings – Request was to review and create a plan similar to capital asset plan
- Next Steps: Staff to review/assess assets (Responsible Department: City Manager)

Public Works/Engineering Reorganization:

- Both committee members support the creation of the Public Works/City Engineer Job Description.
- Next Steps: Item to be forwarded to full Council for review (Responsible Department: City Manager/Assistant City Manager)

Community Center Budget Request: \$53,800 bridge request and \$70,000 for building repair

- Vice Mayor Zollman recommended this be part of the overall budget discussion
- Councilmember Maurer supported the request and recommended the Council hear the item earlier than overall budget discussion
- Next Steps: No Consensus from Committee Members; City Staff to bring the request forward to the agenda review committee (Responsible Department: City Manager and Public Works)

New Budget Form Format:

- Committee members requested a memo from City Manager outlining the reasons for the new memo
- Committee members requested additional narratives/explanations for each line item describing the item; and more detailed information

City Council Goals – City Manager stated that although he was not including additional funding for goals setting, a typical cost for goal setting may cost upwards to \$25,000

- Both Committee members were not supportive of \$25,000 for goals setting (it is currently proposed in the budget for \$10,000)
- Recommended a mini goals session
- Requested the City Manager provide information as to what would not be accomplished with a mini goals setting session

Park Village and other Contracts:

- Committee members requested if contracts were moved from one department to another (such as Park Village from non-departmental to a specific department (such as council) why was this change made; what is the merit in making this change; why is recommended to be in the Council budget; requires more narrative for items such as this

City Council conferences:

- Vice Mayor Zollman recommended all five councilmembers be funded for conferences; additional narrative as to the cost for each conference per person;
- Councilmember Maurer was supportive of three councilmembers to attend the League Conference for New Mayors and Councilmembers

Requests from Budget Committee:

All budgets to return to the budget committee for final review

Budgets reviewed today are not finalized by the committee and need to return for additional review

Additional and detailed narratives requires

Memo explaining format required in advance of the next budget committee meeting

Request cover sheet on the agenda that lists:

- Item
- List of the backup documentation
- Grid with detailed narratives
- Attachments labeled

**It is the goal of the Budget Committee to conduct Budget Hearings at the City Council Meeting of July 16, 2024.**

Dates for Future Budget Committee Meetings:

June 13th	10:00
June 24th	9:00
June 25th	9:00
June 26th	9:00
July 1st	9:00
July 2nd	9:00
July 8th	9:00
Jul 9th	9:00
July 10th	10:00

**Moving Forward; the City Budget Committee will provide a Written Recap of the Budget Meetings at each City Council Meeting**

**The Budget Committee strongly encourages all council members to review this recap, all subsequent report outs, and when all associated budget documents are provided (such as the transmittal letter with the final proposed budget along with associated materials in detail) prior to the meetings to facilitate a thorough and informed discussion. Please pay particular attention to the 'Explanation and Impacts' column, as it outlines the reasons behind budget changes and their potential effects on city operations. Understanding these details is crucial for maintaining transparency and making informed decisions that best serve our community.**

**If you have any questions or require further clarification on any section, please do not hesitate to contact Don Schwartz, City Manager and/or Mary and Ana**