

BUDGET COMMITTEE  
Vice Mayor Zollman  
Councilmember Maurer



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## City of Sebastopol

MEMORANDUM TO: City Council  
FROM: Budget Committee  
DATE: June 14, 2024  
SUBJECT: Status of Budget Committee Actions to Date

*Please Note: This is a rolling update of the Budget Committee Actions and is meant for informational purposes only. It is intended to keep the City Council and public up to date on topics and recommendations of the Budget Committee.*

As of the writing of this report, the Budget Committee has conducted the following meetings:

June 13<sup>th</sup> 2024

June 6<sup>th</sup> 2024

A Recap of each of the meetings is attached to this memo.

### FUTURE MEETING DATES:

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 are listed below and are unchanged as noticed at the last budget committee meeting:

June 24th 9:00

June 25th 9:00

June 26th 9:00

July 1st 9:00

~~July 2nd 9:00 This Meeting will be Cancelled~~

July 8th 9:00

Jul 9th 9:00

July 10th 10:00

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

Highlights of the meetings are listed below for easy reference (for any additional comments on the items, please refer to the Recaps attached to the cover memo)

	Date of Budget Committee Meeting	Topic	Recommendations from Budget Committee	Budget Committee Consensus	Staff Follow up /Responsible Department if Any Action Taken	Status (THIS WILL BE UPDATED AFTER EACH BUDGET COMMITTEE MEETING) Update as of June 13 <sup>th</sup> 2024
1	June 13 <sup>th</sup>	IT Equipment	Detailed proposal for FY 24 25 of what IT equipment is proposed (numbers/types) to include Cyber Security and what funding source is proposed to fund the IT	Both Councilmembers were in consensus	Administrative Services	
2	June 13 <sup>th</sup>	Cide Wide Assessment for Workstations/Furniture	Provide narrative on how this will work to meet CIRA goals/City good faith efforts to have a plan in place to work to reduce claims	Both Councilmembers were in consensus	City Management/Public Works (as Government Buildings falls under PW)	CIRA to conduct City wide assessment June 20 <sup>th</sup> with report due back within two weeks of the assessment date
3	June 13 <sup>th</sup>	City Wide Staffing Assessment Update	It was recommended to receive estimates to conduct an update of the city wide staffing assessment that was completed five years ago	Both Councilmembers were in consensus	Administrative Services	
4	June 13 <sup>th</sup>	Glossary of Terms	It was recommended a glossary of terms be included in all documents so that the public and Council understand the terms and what they mean	Both Councilmembers were in consensus	Administrative Services Department	
5	June 13 <sup>th</sup>	Departmental Budgets for Next Meeting	It was recommended that the police department budget be discussed at the next meeting as a priority discussion (in response to the staffing situation)	Vice Mayor Zollman: I requested all pending department budgets to be presented on 6/24 at our last meeting. (6-6-2024) Police can be presented first as it is currently a priority for the city (needing to minimize CIRA worker comp claims for interims, etc.). From his perspective, Department Heads have had plenty of time to get their budgets in order.	City Manager	
6	June 13 <sup>th</sup>	Roll Over Budget	It was recommended that the roll over budget item be clear and understandable for the June 18 <sup>th</sup> meeting		City Manager and Administrative Services	Scheduled for June 18 <sup>th</sup> City Council Meeting
7	June 13 <sup>th</sup>	Pension Transfer 100 K	It was recommended that this transfer NOT be made in this Fiscal Year	Budget Committee consensus that the city not transfer \$100,000 allocated in FY 23-24 to the PERS reserve. Given the City's overall financial condition, we believe that it is more appropriate to keep the funds more readily available as part of the unassigned General Fund balance. Bob Leland of Baker Tilly, who serves as a financial consultant, concurs with this recommendation.	City Manager and Administrative Services	Scheduled for June 18 <sup>th</sup> City Council Meeting

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8	June 13 <sup>th</sup>	COUNCIL BUDGET	RECOMMENDATIONS BELOW:			
9			Explanation and Examples of Outreach Coordinator budget (within scope of work and items outside scope of work)	Both Councilmembers were in consensus	City Management	Staff working on getting this information
10			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	City Manager	
11			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 Manager	
12	June 13 <sup>th</sup>	CITY ATTORNEY BUDGET	RECOMMENDATIONS BELOW:			
13			List of costs for litigation broken out Explanation of routine services Explanation of outside legal services Range of current proposals	Both Councilmembers were in consensus	Administrative Services/Assistant City Manager	Staff working on the breakout as well as narrative on what are general counsel services versus outside legal counsel services
14			Explanation of Accrual in Lieu spelled out/Cash Pay Outs	Vice Mayor Zollman requested information on payout for employee listed. Councilmember Maurer does not want it called out specifically for employee Compromise was to have it spelled out in the glossary as to explanation of accrual in lieu	Administrative Services	
15	June 13 <sup>th</sup>	Budget 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	Both Councilmembers were in consensus	Administrative Services/City Manager	

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			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 Staff to send DRAFT Review of Rolling Document to Budget Committee for Review			
17	June 13 <sup>th</sup>	ASSISTANT CITY MANAGER/CITY CLERK BUDGET	Granicus Contract Budget Committee recommended the contract remain in the budget for this FY	Both Councilmembers were in consensus to return funding to the budge for this contract; but to have staff review comments from users as to friendliness of the program. THIS BUDGET IS TENTATIVELY APPROVED WITH THAT ONE CHANGE	Assistant City Manager/City Clerk	Funding returned to this Budget/TENTATIVE RECOMMENDATION FOR APPROVAL OF THIS BUDGET
18	June 13 <sup>th</sup>	Budget Matrix	All matrixes should be consistent and alike such as: Increases First Decreases Second	Both Councilmembers were in consensus	All Department Directors	
19	June 13 <sup>th</sup>	ADMINISTRATIVE SERVICES DEPARTMENT BUDGET	RECOMMENDATIONS BELOW			
20			Requested Goals/Roles/Accomplishments/Mission statement for each department/Build In More of Narrative Discussed Funding for Leadership Training Discussed Succession Planning/What is in place for skilled personnel who are leaving (attorney/police chief/public works)	Councilmember Maurer concern with \$3000 for training/Opposed to cost unless specific person with specific need for this training  Requested the City Manager to provide more information on this and flush out specifics. Vice Mayor Zollman requested this be researched as grant for funding. Councilmember Maurer suggested shared costs.	City Manager	
21			IT Equipment	Both Councilmembers were in consensus to put the expenditures into this budget as IT falls under Administrative Services and to transfer in funding from the Technology Reserve Account	Administrative Services	See Item Line Number 1 above.

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22			TENTATIVE APPROVAL OF ADMINISTRATIVE SERVICES DEPARTMENT	With the recommended changes, both Councilmembers were in consensus that Administrative Services Department Budget was completed for recommendation of approval.		TENTATIVE RECOMMENDATION FOR APPROVAL OF THIS BUDGET WITH CHANGES AS RECOMMENDED
23	June 13 <sup>th</sup>	PLANNING DEPARTMENT BUDGET	RECOMMENDATIONS LISTED BELOW			
24			Update on Status of Planning Commission, Design Review Board, Climate Action Committee, Public Arts Committee	Councilmember Maurer not in support of combining of DRB/PC	Planning and City Manager to bring back recommendations from all boards/committees/commision	
25	June 13 <sup>th</sup>	NON DEPARTMENTAL	Non Departmental Budget (This budget falls under the Administrative Services Director)	Councilmember Maurer not okay with general catch all	Administrative Services/City Manager	
26	June 6 <sup>th</sup>	Assessment	Assets such as: Office Furniture/Computers/Fixed Monitors for Meetings – Request was to review and create a plan similar to capital asset plan	Both Councilmembers were in consensus	City Management/Public Works	See Line 2 Above for updated information.
27	June 6 <sup>th</sup>	Public Works/Engineering Reorganization	Both committee members support the creation of the Public Works/City Engineer Job Description.	Both Councilmembers were in consensus	City Manager	Item to come to City Council either Jul 16 <sup>th</sup> or August 6 <sup>th</sup> with job description and salary range
28	June 6 <sup>th</sup>	Community Center Budget Request: \$53,800 bridge request and \$70,000 for building repair	See Recommendations in next column from budget committee.	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	City Manager/Public Works	
29	June 6 <sup>th</sup>	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	Both Councilmembers were in consensus	City Manager	

Highlights of the meetings are listed below for easy reference (for any additional comments on the items, please refer to the Recaps attached to the cover memo)

	Date of Budget Committee Meeting	Topic	Recommendations from Budget Committee	Budget Committee Consensus	Staff Follow up /Responsible Department if Any Action Taken	Status (THIS WILL BE UPDATED AFTER EACH BUDGET COMMITTEE MEETING) Update as of June 13 <sup>th</sup> 2024
30	June 6 <sup>th</sup>	City Council Goals	Both Committee members were not supportive of \$25,000 for goals setting as discussed by City Manager (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	Both Councilmembers were in consensus	City Manager	Council budget to remain at \$10000 for mini goals session. City has received an agenda item report for Council discussion for a goals setting meeting.
31	June 6 <sup>th</sup>	Park Village and other Contracts:	Recommended explanation/narrative for movement of 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 Both Councilmembers were in consensus	City Manager	
32	June 6 <sup>th</sup>	City Council Conferences:	See Comments from Committee in Next Column	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	City Administration	Budget to remain as is for further discussion by entire Council at budget hearings in July.
33	June 6 <sup>th</sup>	Request for 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	Both Councilmembers were in consensus	Department Directors City Manager	All budgets to be finalized for the budget meetings starting June 24 <sup>th</sup>

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

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

- 
- 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 MEETING OF JUNE 6, 2024 RECAP

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.**

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