

BUDGET COMMITTEE RECAP OF MEETING OF JULY 1, 2024

=====

COMMITTEE REQUESTED CLARIFICATION ON:

Vice Mayor Zollman commented:

Discussed earlier statements of \$1.67 Million in deficit

Would like reader digest explanation of why this changed. Would like explanation in transmittal letter.

Wanted explanation of reverse direction of the City moving towards the \$3 Million deficit originally discussed

Why the July 2026 time frame has been changed to a later date where the City would run out of money

City Manager comments:

Belt tightening

Date not changed much

Revenues up for next year more than anticipated and helping to give more room to the City

Discussed context of narrative/narrative not accurately portray where the City is going next year/Overstates reductions/Not articulated shifting of priorities and funding

Councilmember Maurer commented:

Like to focus on questions of committee

Sign off on DRAFT budget then focus on narrative

Vice Mayor Zollman commented he would like to focus on department budgets first.

Councilmember Maurer commented:

Sent by email questions and comments on budget based on the emailed version of the budget

Met with Vice Mayor Zollman on DRAFT budget

Discussed idea of funding SAFE program for \$270,000

Questioned how to do that

Find reductions elsewhere if SAFE Can be included

Discussed CIP:

\$85,000 master plan for community center

\$50,000 Feasibility Study

Questioned if this would reduce the General Fund

Staff stated no as the funds would be coming from the Flood Mitigation Fund

Councilmember Maurer commented:

Discussed changes to the new DRAFT budget than the one last year

Columns changed

Increase/Decrease/Proposed versus estimated

Increase/Decrease/Proposed/versus adjusted budget

Questioned what has changed

Need to be consistent in budgets year to year

Questioned Transfers In.

Staff commented:

Transfers in :

\$41,400

Ives Pool Heater

\$50,000 Monitoring for Ownership (low income/affordable housing) – Housing Land Trust
\$22,000 (was \$11,000) Monitoring for Rental (low income/affordable housing)
\$60,000 Measure H for building assessment

Councilmember Maurer commented: Waste Water Fund Debt Transfer In? Does this budget include the pay back or not?

Staff commented: Pay back Next Fiscal Year – 25/26 to General Fund (Five year pay back period)
3% - about \$240,000
Reflected in water/wastewater funds in FY 25 26
Cash Infusion to Sewer: FY 23-24

Councilmember Maurer commented: Building Fee revenue associated with Gravenstein Commons?
Staff commented that it has not been built into the budget yet (\$350,000) but will add that to the proposed budget

Councilmember Maurer commented:
Add Relaunch's prior work to City Manager budget title (\$6000)
Would like to discuss the \$25,000 additional funding for management analytical work/would recommend \$50,000 for the budget and not add the \$25,000 at this time and use the \$25,000 to fund SAFE
Questioned if the \$20,000 for Libby park fencing and \$15,000 for Reflective poles
Staff stated they will reach out to Rotary for grants for labor
Both Committee members supported the costs for these two items.

Councilmember Maurer commented: Discussed funding for \$100K in the Fire Department for CERT Program and Trip and Falls and would like to discuss further

Vice Mayor Zollman commented:
Stated the Fire Chief has stated that unhoused also affects the fire budget
Vacant dispatch and officer position – contingent doing ad hoc for SAFE /Not have that money \$123,000 and \$99,000 be set aside specifically for dispatcher/officer positions
Dedicate towards SAFE program \$230-\$250K co share
Reducing number for \$100K for CERT program
Re-evaluate homeless outreach coordinator's contract if we have funding for SAFE

Councilmember Maurer suggested removing the \$100K from the fire department budget.

City Manager Schwartz commented:
Discussed the fire department general fund
Measure H: Requirement to spend 10-11% of General Fund on Fire
City needs to meet requirement of Measure H
Can make few if any reductions to the fire department budget to meet the General Fund MOE requirement
Lose eligibility for Measure H
Not recommend removing that funding

Councilmember Maurer commented:
Need to hear more
Put towards something else rather than CERT
Previous chief gotten grants for CERT program
Questioned where is the best place to put that funding

Fire Chief commented:

Discussed bay doors
General Maintenance
Outstanding PPE /could order more
Current protective equipment
Additional radios

Councilmember Maurer recommended use of the \$300K set aside for those expenses.

City Manager commented the bay doors are included for \$12,000

Vice Mayor Zollman commented:

Suggested a check goes to CERT/Helps with calls
Suggested allocating funding for working and development of relationship with health care providers win/win situation
If find money for SAFE – help with Fire and Police
Benefits to both city and providers
Supports upgrade to doors

Fire Chief commented:

Not all items are completely funded that is listed in the proposed budget
Will give more thought to prioritize items
Hard to put dollar amount on CERT and Fall Prevention
Not know what are the true costs
Effort to maintain MOE on fire budget

Councilmember Maurer commented: Supports giving \$100K from the \$300 asset to the fire department

City Manager commented the funding set aside was an attempt to include what staff heard from the last budget committee meeting.

Councilmember Maurer commented she did not sign off on that.

City Manager commented:

Not expect SAFE program to reduce savings for police (money)
Not have officers on street
Same applies to fire
No budget or personnel to respond
Not anticipated reducing fire fighters in station
Want sufficient fire fighters to respond
Programs have merits
No direct costs savings

Vice Mayor Zollman commented:

For SAFE; expecting to see numbers for number of homeless/unsheltered related calls/mental health dispensation calls
Some degree what do we want as a community
Have all calls responded to or review our policies

Not understanding how this relates to fire/policy wanting full staffing

Fire Chief commented:

Stated it is similar to insurance; can have it but may not need it

Discussed reduction in exposures

Discussed reduction in injuries

Ability to analyze may be difficult

May see trend over the years

Suggested reviewing at mid year budget review but recommended that there needs to be three fire fighters on duty every day regardless of one or ten calls

Councilmember Maurer questioned if the fire department has adequate staffing.

Fire Chief commented

No, but Measure H will take care of that

Need full time firefighters

6 employee (full time) as a minimum

Vice Mayor Zollman commented:

Data is missing

Collecting of data

Discussed slip and falls

Not hit radar of health partners

Need data

Police not know numbers either

Invest in money for SAFE

Generate system/data

Justify not having full staffing as it exists now

May justify that with data

Not enough to back up policy

Applying surgeon to situation that requires band aid

Scarce resources

Getting best bang

Fire Chief commented:

Change how get data

Cooperation with EMS provider

Can hone down those numbers

Better picture

Contract with reporting system/Showing call types as occurs

Vice Mayor Zollman commented:

Need some dedication of staff

Part to get systems discussed (Heat map/recording where attending to on more frequent basis)

Kaiser not doing proper discharge planning

Not evaluating homes/Draws on our budget/Wear and tear on safety

Allocate funding system implemented into this budget

Even if need more staff/Want that to be end goal

Councilmember Maurer commented:

Track certain amount of information now
Use system to add information
Add check box to system (fall, location, etc.)

Fire Chief commented:
Enhancing what currently doing
Will increase staff time to do this reporting
Coordinating with all parties involved
End of day data is collected
Get it to one spot (software needed to do this)

Vice Mayor Zollman commented:
Support allocating money to have sit down with Kaiser, Sutter, Memorial
Have meetings/What data is needed
Software to get data
They need to pony up too
Contribute funding, grants

Fire Chief commented:
Can spend \$100K
Spend in this general area between CERT and fall prevention
Without foundation staff hard to expand on what do already
Struggling to do base line
Measure H address that
Sooner get to robust staffed fire station can we can expand

Councilmember Maurer commented:
Not in agreement
Understand need for \$100K support
Not put to collecting data
Support items not in budget
Maintenance of Effort
Adjusting \$300K for asset preservation
Using \$100K for fire department asset

City Manager commented:
MOE requirement spend 10-11% of general fund on fire
If took out of building infrastructure fund, could do, leave \$100K in fire budget and put \$200K aside

Councilmember Maurer commented:
Supports affording SAFE program and maintain police staffing – goal
Where could we reduce ff not reduce \$100K
Complication of MYN contract
Looking at asset preservation
Reduce \$300K to \$200K
\$100K to SAFE program

City Manager commented:
Suggested leaving the fire department budget out of this discussion

\$100K less into asset protection

Councilmember Maurer commented: Not sure how CERT fits into the \$100K

City Manager commented:

Discussed fire department budget

Raise issue with this committee

Will have it discussed at the fire ad hoc committee

Suggested anything financial to fire department be addressed by the ad hoc committee

Suggested budgeting \$100K to fire department

Shifting fire financial issues to ad hoc

Vice Mayor Zollman commented:

Not agree with that

End goal is for fire and police to have a SAFE program and support funding \$275K

If fire ad hoc wants to review that is fine

SAFE applies to Fire and Police

City Manager commented:

Do not believe SAFE qualifies under Measure H

Fire Chief commented: He does not think so either

City Manager commented:

If want to put into SAFE; suggested reducing \$100K in asset preservation

Not look to fire department to do that

Vice Mayor Zollman commented:

Not put measure H in jeopardy

Set on \$250K set aside for SAFE

May affect other items in the public safety budget

Discussed potential formation of ad hoc committee with City Manager, Assistant City Manager, Police and Fire Chiefs

Need money set aside for this program (SAFE)

The Budget Committee was divided on this issue.

City Manager commented:

Need to understand what to put into the system

Reduce \$100K for asset preservation

Put into police department towards SAFE

Councilmember Maurer commented:

Make other cuts to afford SAFE

Put \$100K to contractual obligations

Not clear with MYN program and how CERT relates to that

Support full police staffing

Not support \$100K to CERT/Fall program

Committee: Difference of Opinion on this item

City Manager commented:

\$100K asset preservation

Fleet vehicle budget

Put into police budget for SAFE

Reduce \$150,000 from asset to police

Vice Mayor Zollman commented:

\$1.1M start up is not realistic

Can share van with other SAFE program

Police Chief commented:

\$1.1M = 24/7 full time team

Only way participate is shared service such as with Sheriff office

Sheriff has shown desire to provide service to west county area

40 hour week team= \$270K

Councilmember Maurer questioned other costs for SAFE.

Police Chief commented:

\$175K

Purchase of an

Insurance

Discussed other funding options

Measure O mental health funds

Could off set costs

Vice Mayor Zollman commented:

Discussed federal funding

PPSC got started/Started with federal funding

Bringing in health care providers

Councilmember Maurer commented:

Review SAFE as part of ad hoc budget committee duties

Could be new ad hoc

Was not aware of additional start up costs for SAFE

City Manager commented:

Hard to find additional funds in the budget

Count on additional building revenues for this Fiscal Year/can use those funds for the start up costs

Vice Mayor Zollman commented:

Either we start this or not

Understand the high hopes with Supreme Court decision

Urged people to read the Sebastopol Times on the interview with ACLU/Spoke with Lead counsel

Investing now appropriate

Moving from building fund \$150K (current set aside) will get us close to \$300K

Not exceeded \$275K for SAFE program for operating costs

Councilmember Maurer commented:

Not see having the additional money for start up costs

Not recommend it at this time

Need to review SAFE costs in closer detail

Support ad hoc committee to flush out issues and bring back for SAFE

Vice Mayor Zollman commented:

Support \$150K from asset protection account

Supports use of funds for the police and dispatcher positions o be used for SAFE and not fill those positions

Councilmember Maurer commented: Wants to support keeping both police positions in the budget

Vice Mayor Zollman commented:

This is an issue of our time

Not going away

Discussed Petaluma Police Chiefs comments

If had SAFE – have to worry less of unhoused in our business district

Cannot build a wall and keep them all out

Build services

No Consensus

Councilmember Maurer commented:

Typo on page 2

Page 15

Council appoints Mayor and Vice Mayor

General Comment:/Titles got lost/Header to reflect Department

Remove system footnotes

Questioned if Clerk was okay with budget for three Mayors and Councilmembers Meetings (Clerk stated yes)

Discussed page 40: desk phone costs (Administrative Services Director commented those are phone costs for the Administrative Services phone system)

Questioned removal of flood gage discussed at last meeting (Building Official commented it will need to stay until such time from Federal government is okay with removal/No answer yet)

Page 65: Do we need both CERT and MYN (Fire Chief commented: MYN has merits; not know if one or the other; need better analysis; Need reporting to justify (measurables); \$110000 for MYN has value; Appropriate to keep in; discussed engagement and reporting/Measure what is being accomplished

Vice Mayor Zollman commented:

MYN - Fine with keeping funding in the budget right now for that expenditure

Need more data of MYN compared to CERT

Not fine with just delineating it for MYN

Fire Chief agreed to contact Long Beach

Once have analysis get report back

Councilmember Maurer commented:

EV charging station

Match costs with charges

(Public Works Superintendent commented: Charged rate based on Council directive/Can be looked at

Councilmember Maurer commented:

Community Center funding for assessment (Staff stated this will be discussed during the CIP)

Councilmember Maurer commented:

Page 113

Downtown Assessment District (Building Official commented this is a legal lot description) (City staff commented they will explain it in better detail and provide a map associated with the description)

Councilmember Maurer commented:

Optico contract in Planning (Interim Planning Director commented this is for the objective design standards for community)

Councilmember Maurer commented:

Page 147

Land use study

Downtown Core (Interim Planning Director commented this is for the PDA study)

Councilmember Maurer commented:

Ragle expense

Discussed monitoring program (Interim Planning Director commented this is consistent with housing element and state requirements/Monitoring of affordable housing/Costs may be subsidized)

City Manager commented: Discussed issue with use of funding sources identified/Should be general fund costs

Councilmember Maurer commented: Is \$72,000 in budget. City Manager commented yes and explained the two funds. Using housing linkage fees – not ongoing source of revenue. How strict is the requirement we have to do this.

Interim Planning Director commented:

Implementation of monitoring varies by community

Healdsburg/Petaluma rental and ownership housing

Communities required to look at affordable housing monitoring

State housing element law

Certificate and updates/HCD looking at what doing to ensure RHNA numbers hold

Some use in house staff

Other communities use contractors

Important when applying for State grant

Every year do a review

How RHNA housing units being preserved

Point to monitoring program

Vice Mayor Zollman commented:

Agrees

Easiest way and cheapest way is to be housed and remain housed

Not realize HE reviewed every year

Good way to point to this

During mid year what is practical what is sustainable – may shift this

In favor of full expense

Councilmember Maurer commented:
Is this done by in house staff now

Interim Planning Director commented:
Annual progress report in house/HE is contracted out
Discussed monitoring
Owners informed
Review of resale agreements
Education
Monitoring
Check in
Property well maintained

Councilmember Maurer commented: Is this the first year paying for this service (Staff stated yes)

Councilmember Maurer commented:
Deed restricted
Hybrid Programs
Discussed rental monitoring by contract and owner monitoring in house
Save \$50000
Questioned what trigger alert
Discussed CIP project for bike path
Support not parking zone and crosswalks
Concept first year
Conflicted

Staff stated it will be discussed during the CIP hearing tomorrow night.

Vice Mayor Zollan commented:
Transmittal Letter/More about diversity/Do more than just lip service
Join GARE - Government Alliance on Race and Equity
Not just for employees/also student interns as a whole
Walk the walk
Not get better than the competition in this room
Want allocations of certain amount/\$1000 for joining various memberships
NAACP
Other Service Providers

Councilmember Maurer commented:
Not know enough about this
Support - \$3K

Vice Mayor Zollman commented:
Tasers
Costs of bean bags

Police Chief commented:
Only cost for bean bag is annual training/consist of ammuniton to buy (\$800 yearly) training conducted in house
Costs in Misc supply and services in ammuniton line

Vice Mayor Zollman commented:

RV tows

Who is this contracted with

Police Chief commented:

Issue to enforce RV ordinance/health and safety issues

Marked for removal

Use Sebastopol Tow

Not have contract

Working on process

Only two companies that use that service – utilize those firms for tows

Vice Mayor Zollman commented:

Amount allocated regarding ruling

Not come short

Fast and furious emails of community members

Police Chief commented:

\$2500-\$500 depending on size and issues

Bare bones included in budget

Realistically may fall short if tow 5-6

See compliance (hope) when persons know their RV is set for towing

Vice Mayor Zollman commented:

Sonoma County Information system department internal justice access online

Police Chief commented:

CAD

Records

Need decided line

Vice Mayor Zollman commented:

Discussed traffic engineer contract

City staff commented: This saves costs/Municipal Code Police Chief designated Traffic engineer

Vice Mayor Zollman commented:

KW cleaning

Why specific to police

Police Chief commented:

Facility is separate

24/7

City staff commented it will be removed from Police and placed under government building with other cleaning contract.

Vice Mayor Zollman commented:

Body cam annual maintenance

Police Chief commented:

Contract

Majority of cost is for cloud storage

PRAs

Vice Mayor Zollman commented:

Animal contract

Police Chief commented:

Contract for animal control

Vicious dog/Loose dog

Find owner or house

Used to contract with Humane Society

Save each year by contracting with Petaluma

Not sure if 5013C or for profit

Vice Mayor Zollman commented:

If not non profit not okay with funding with Petaluma

Would like to see other local non profits who can do this

IT expenses

Is there combined savings if moved into Marin IT overall contract

City Manager requested keeping separate as there are dedicated public safety programs.

Vice Mayor Zollman commented:

Vehicle Maintenance Cost assessment for all vehicles

City Manager commented: Part of the \$25,000 pulled from the City Manager budget was for analytic support for vehicle assessment study

Vice Mayor Zollman commented: Recruitment for Police Chief and Captain Recruitments

Police Chief commented HR identified costs (\$25,000 for Police Chief)

Vice Mayor Zollman commented: What is miscellaneous funds.

Police Chief commented: Specifics are listed on the Object Details Page

Vice Mayor Zollman commented: Trainings/POST Required/Deescalating Training

Police Chief commented: Majority is required or recommended.

Deescalating/Liability based trainings/use of force/required to have de escalation training incorporated into them

Vice Mayor Zollman commented:

Retired military gear

Police Chief commented: Not making any requests for equipment that applies under that

Councilmember Maurer commented:

Grass in front of police

Replace grass with drought tolerant native plants

Savings in water bill and maintenance

Police Chief commented he would look into that.

Vice Mayor Zollman concurred.

ACTIONS/COMMENTS FROM BUDGET COMMITTEE

Both committee members support SAFE; however

Sandi supports creation of an ad hoc committee to flush out issues and bring back for SAFE

Stephen supports :

\$150K from asset protection account

Supports the funding currently for police and dispatcher funds be used for the SAFE program

Sandi does not concur and supports funding both positions for police

NO CONSENSUS

MYN

Both support the program for \$11,000; with:

Information presented to the budget committee on associated analysis, reporting, information from Long Beach

CONSENSUS

Describe Improvement Business District and Provide Map

CONSENSUS

Monitoring for Rental for Affordable Housing \$22,000

Inclusionary Housing Fund

Monitoring for Ownership for Affordable Housing \$50,000

To be funded through Housing

Linkage Fund

Councilmember Maurer - Support \$22000 for rental

Support In House Staffing for Ownership

Vice Mayor supports funding for both

NO CONSENSUS

Government Alliance on Race and Equity (GARE)

And Other Memberships such as NAACP

\$4000

CONSENSUS

Towing \$16,000 (increased budget by \$8000)

CONSENSUS

Animal Control Contract:

Vice Mayor Zollman would like to see this for non profit organization/would like more information

Pull from vehicle reserve fund for analysis of Fleet/equipment/technology fund \$23,000 (Remove \$23,000 from City Manager budget (Keep \$52,000 in CM budget)

CONSENSUS

Landscape design for Police Department – Daily Acts
Funding
\$20,000

CONSENSUS

\$30,000 (estimate) for IT from IT Fund for Marin IT

CONSENSUS

Building Fees
Gravenstein Commons
\$100,000 in building permit fees Addition

CONSENSUS

City Manager to prepare memo to Councilmembers on Budget Timeline of 5:00 pm July 8th

Discussed Narrative:

Discussed projections:

No consensus on paragraph indicating taking budget to zero

Councilmember Maurer /not keep it in/fear mongering

Vice Mayor Zollman / keep in/not gloss over/based upon Study conducted

City Manager/would like to keep in/transparent

No agreement in funding for SAFE

Councilmember Maurer: Not in agreement (SAFE) from asset protection/keep at \$300K and start ad hoc committee for SAFE program

Vice Mayor Zollman: Want delineated for SAFE from asset protection /reduce amount of \$100K for SAFE program

No agreement for paragraph on retaining positions:

Vice Mayor Zollman: Police/Dispatcher funding needs to be preserved but allocated towards SAFE program

Councilmember Maurer: Disagrees – wants to retain both positions in the police department

Councilmember Maurer: Discussed recurring revenues/recurring expenditures need to be worded to be truth of budget

City Manager: Recurring revenues not kept up with recurring expenses/one time revenues (COVID)/accurate

Councilmember Maurer: Reduce years out of charts where hotel might come in on line/Be more accurate/not go out to 2033

City Manager: Not assume hotel revenue at this time/do not count on money until ribbon cutting

Vice Mayor Zollman: Agree with paragraph/agree with charts to 2033/project out ten years

Engineering Department: Include essential services only will be responded to/Not for private property

Fire Explain in better detail the \$40,000 from retention is shifted to volunteer fire services expansion and request for additional \$40,000

\$100K for contract services

Police Discuss endowment and uses of endowment
Public Works Explain reimbursement from grants such as ADA

Line Item for government buildings such as Library: What done in past
What invested in building versus library administration investment
Revenue from library administration

City Manager commented it could be a supplemental memo.
Vice Mayor Zollman commented it needs to be in the budget book and not email.
Make clear in the explanation the shifting of position (laborer) to enterprise and how that impacts government buildings.

Councilmember Maurer discussed bike racks in the city.
City staff commented he will work with the bike coalition and downtown businesses

Discussed commitment for Mid year Budget Review
Discussed commitment/goal for reporting (monthly or quarterly)

Next Steps:
Take a while to update numbers/Model
Make revisions
Welcome further comments
Aim for getting this completed Monday July 8

Vice Mayor Zollman commented:
Messaging of not sustainable
Do preventative
Mitigation
Insurance
Wrap up timeline
Send timeline to Council for release of budget

Councilmember Maurer commented: Would like to review the narrative prior to release/ensure new version reflects what was discussed

Set potential budget meeting for Monday July 8th

Budget Meetings to Date:
6 meetings on budget- total 15.5 hours
May 30 10-12:30 (2.5 hours)
June 6 1-2:00 (1 hour)
June 13 10-1 (3 hours)
June 24 9-noon (3 hours)
June 25 9-noon (3 hours)
July 1 9:30-12:30 (3 hours)

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.

=====
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 24, 2024

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

Current Snapshot as of today:

- Budget general fund net surplus \$123,519 (however, this is based on one time building fees of \$860,000; does not include \$300,000 preserving asset maintenance, drawing down reserves from tech fund, holding positions vacant, cutting contracts and that any additions or restorations will change that net figure as we go through the budget process.
- Discussed reversal of Unfunded Allocated Liability from Non Departmental to Departmental Budgets for Transparency and Consistency
- Discussed reversal of Pension Funding from Non Departmental back to Departmental Budgets

=====
=====

The Committee discussed the following budgets:

- Planning
- Police
- Capital Improvement Program (CIP)

Committee General Comments:

- Consensus: Support returning Unfunded Allocation Liabilities to each Department
- Consensus: Support returning Pension Liabilities to each Department
- Consensus: Support City Manager to consult with Bob Leland for presentation (City Manager to kick off presentation with Bob Leland’s presentation to incorporate the proposed budget as recommended by the Budget Committee
- Consensus: All Documents to contain the “Revised Date” at the top of the document
- Consensus: All Reductions Need to be in “Red” Color for Easy Reference/Identification
Update of Glossary Terms – Include all Acronyms and Explanations

Committee Department Comments:

PLANNING DEPARTMENT:

- Consensus: Requested Planning Director providing funding costs for Boards, Commission and Committees as discussed at budget committee and post to the City web site

(Recommended):

Discussion of leveraging the Caltrans Grant Requested Break Down of Affordable Housing Costs/Registry \$_____ to be placed back into the Planning Department budget as a place holder to be reviewed at later time); Requested Planning Director to broaden the language as discussed

POLICE DEPARTMENT:

Consensus:

SAFE Program – Requested the Police Chief do a deeper dive into statistics; understand that it would not impact this year’s budget as it will take at least a year if implemented; Requested the Police Chief to return with how this would impact staff time if a City Council Ad Hoc Committee were created
Support funding the one Officer Position and One Dispatch Position (both currently vacant) – Total Amount:
\$_____ (Total for both positions)
\$_____ Reduction in Overtime
(Requested narrative with staffing modes/national policy for staffing for best practices for police departments;
Recommendation for funding positions contingent on the creation of an Ad Hoc Committee for SAFE with numbers to be reviewed next year
Review of Homeless Outreach Coordinator contract if SAFE in place
Support Funding of Emergency Operations Center (EOC) assessment for emergency operations; Vice Mayor Zollman requested the CERT program to be reviewed; Vice Mayor Zollman requested a presentation on EMS Response (how is new ambulance provider meeting their requirements)
Police Chief to provide detailed narrative on how the assessment will benefit the City operations emergency plans; and also how the EMS is helpful to the Police Department
Of Note: EMS is not under the purview of the City; EMS will be providing a presentation at a future City Council Meeting
Per Police Chief: County OES (Office of Emergency Services) agreed to soft opening of EOC for assessment in next few months

CAPITAL IMPROVEMENT PROGRAM (CIP):

Consensus:

Memo Part of CIP when returned for final review (include retention payments for projects/Which Fiscal year will these be paid)
Grid for CIP – New Projects – Explanation why not see a Grid that is similar to all departments): Staff will put that in the memo as well as in the agenda report

SCCC

Fire Safety: \$70,000

Councilmember Maurer supports funding for the Community Center safety repairs for Fire/recommended this be funded through the flood mitigation funds

Vice Mayor Zollman stated he does not support and is not prepared to sign off on this request. He stated he does not want to shut down any non profit, but does not support currently where it exists; stated if SCCC wants to keep the lights open; to consider merging such at the Veterans / Center for the Arts building, and there is an open invitation from the Center for the Arts to join their location

Would support an ad hoc committee to discuss further the SCCC building

Not in favor of \$85,000 for assessment

Discussed the Barlow hotel and their analysis/study to address flooding

Suggested the City review that report to see what they are doing for flooding

Members Divided on spending for fire related items

City Manager discussed an agenda item for the entire Council to address this policy question of future of the SCCC

CIP PROJECTS:

Would like the bicycle committee to weigh in on the Bodega/Valley View bike lanes/not sure if they are needed there

Committee Consensus:

Need more information

Requested the information be included in the agenda item report for July 2nd

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 10th
Put that memo attached to new June 13th 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 24th

9:00 am

June 25th

9:00 am

June 26th

9:00 am

BUDGET COMMITTEE OF JUNE 6, 2024
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