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

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

Prior Memo of June 10th
Put that memo attached to new June 13th Memo Discussed

<u>City Manager:</u>
Summary of Meetings
Recap in rolling document

<u>City Manager Envisions:</u>
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
- o 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

<u>Budget Matrix</u>
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