

BUDGET COMMITTEE RECAP OF MEETING OF JULY 1, 2024

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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)