



**FINANCE AND BUDGET COMMISSION
REGULAR MEETING
MINUTES
Monday February 8, 2021**

1. Call to Order and Roll Call

Chairperson Neville called the meeting to order at 6:30 pm and took attendance by roll call vote, consistent with the requirements for a telephonic (or virtual) meeting.

Members Present: Commissioners Buzbee, Jacobs, Neville, Sandino, and Sufi. Commissioners Beeman and Salomon entered the meeting later, as indicated below.

Council Liaisons Present: Council Members Carson and Chapman

City Staff Present: Finance Director Adair, Financial Analyst Sanghera, and Accountant II Theresa Borrelli

2. Approval of the Agenda

Chairperson Neville called for public comment on the agenda and there was none.

Commissioner Jacobs moved to approve the agenda and the motion was seconded by Commissioner Beeman. The motion passed by the following vote:

Ayes: Commissioners Beeman, Buzbee, Jacobs, Neville, Salomon, Sandino, and Sufi.

3. Brief Announcements from Staff, Commissioners and Liaisons

Finance Director Elena Adair provided an update on the status of the ERP software project and explained that it remains on hold.

Finance Director Elena Adair provided information regarding the Budget in Brief document.

Finance Director Elena Adair announced applications are being accepted for upcoming commission vacancies.

Council Member Carson informed commission members regarding the city's ongoing grant application program which seeks available federal and state funding and referred to a staff report from the February 2nd council meeting. He also mentioned that at the February 16 meeting, the city council would be discussing its legislative platform for the coming year.

Council Member Chapman thanked the commission for their efforts and the opportunity to serve as council liaison.

Chairperson Neville informed the commission that it would be performing a review of the city staff analysis of the proposed purchase of a fire ladder truck. She indicated that depending on when the analysis becomes available either the commission as a whole would review the analysis or it might designate a commissioner to perform the review if the analysis does not become available until after the March meeting.

At approximately 6:43 Chairperson Neville acknowledged that Commissioners Salomon and Beeman had entered the meeting and recorded their votes as yes votes on the consent calendar.

4. General Public Comment on Items not on the Agenda

Chairperson Neville read a public comment received by email from Dave Taormino urging the city council to reject the purchase of the fire truck. She also requested that it be attached to the agenda.

Chairperson Neville called for general public comment. There was no public comment on items not on the agenda.

5. Consent Calendar

Chairperson Neville introduced this item and asked for public comment. There was no public comment.

- a. Approval of the minutes from the regular commission meeting on January 11, 2021

Chairperson Neville asked for any corrections to the minutes. Council member Chapman mentioned that his name should replace Mayor Partida's as council liaison in both the minutes and meeting agenda. There was some discussion related to the commissioners' preference for detailed minutes and it was agreed that the chair, working with staff, would exercise discretion in determining the appropriate level of detail. Chairperson Neville asked for a motion to approve the minutes. The

motion to approve was made by Commissioner Salomon and seconded by Commissioner Sufi.

The vote, by roll call, was as follows:

Ayes: Commissioners Beeman, Buzbee, Jacobs, Neville, Salomon, Sandino and Sufi.

b. Legal Memorandum from city attorney regarding due process and bias

Chairperson Neville asked for a motion to accept memo as written. The motion to approve was made by Commissioner Salomon and seconded by Commissioner Sufi.

The vote, by roll call, was as follows:

Ayes: Commissioners Beeman, Buzbee, Jacobs, Neville, Salomon, Sandino and Sufi.

6. Regular items:

a. Commission planning discussion on how to review and analyze the upcoming budget.

Chairperson Neville introduced the item, provided background on how the commission had provided advice to council regarding the budget in prior years, and asked the commissioners for their opinions on the best approach to review upcoming budget. Commissioner Jacobs described his proposal, which called for creating various ad hoc subcommittees, organized around the budget, to perform review and analysis.

Commissioners Jacobs and Salomon provided historical insight into how the commission had reviewed and commented on the proposed budget in the past.

Council Member Carson urged commissioners to develop questions and comments in writing and to provide them to all city council members as early in the process as possible.

Finance Director Adair described the budget process and agreed to identify a date for an additional meeting between the commission's regularly scheduled May and June meetings for the commission to discuss its response to the proposed city budget.

Chairperson Neville called for public comment, and there was none.

Chairperson Neville recapped the discussion and asked for a motion.

The commission had further discussion regarding the potential membership of the ad hoc subcommittees that it would form for purposes of reviewing the budget.

Chairperson Neville then made the following motion: I move that the commission form various ad hoc committees for the purpose of analyzing the budget and providing feedback city council in a timely fashion. The subcommittees would be as follows: Public Safety Budget Subcommittee: Commissioners Sandino and Salomon; Parks & Community Services/Public Works/Capital Improvement Budget Subcommittee: Commissioners Buzbee, Sufi, and Neville; Administration, Information and Communication/Community Development Budget Subcommittee: Commissioners Jacobs and Neville; Fund Balance, Revenue & Debt Budget Subcommittee: Commissioners Beeman and Salomon. To the extent possible these subcommittees will meet with the appropriate city staff before submitting their questions and concerns to the full commission.

Commissioner Salomon made a friendly amendment to authorize the chair to appoint additional subcommittees members outside of a meeting, if needed, for the purpose of doing this work. Chairperson Neville accepted this amendment and asked for a second to the motion and the motion was seconded by Commissioner Buzbee. Chairperson Neville asked if there was further debate on the motion and there was none.

Chairperson Neville called again for public comment. And there was none.

The vote, by roll call, was as follows:

Ayes: Commissioners Beeman, Buzbee, Jacobs, Neville, Salomon, Sandino and Sufi.

Chairperson Neville called for public comment on this item. There was no public comment.

b. Housing Element Subcommittee

Commissioner Buzbee stated no update since draft has not been reviewed.

Chairperson Neville called for public comment on this item. There was no public comment.

7. Commission and Staff Communication

a. Subcommittee Reports:

Subcommittee for the Review of Police Department and Safety Contracts for Goods and Services

Commissioner Sandino stated that he had no update.

Subcommittee Related to Using Excess Water and Sewer Funds for OPEB/Pension Liability

Commissioner Salomon indicated that the subcommittee had a very productive meeting with staff and that staff is reviewing options related to using some of the excess cash in the water and sewer funds. He explained that staff will provide a status update sometime in April and that the subcommittee would be coming back to the commission with a revised recommendation.

Subcommittee Related to Economic Impact of Major Development

Commissioner Beeman provided a brief update and indicated that after he addresses the subcommittee's concerns he will reach out to staff and will report back to the full commission at a later meeting.

Subcommittee Related to Communications

Commissioner Jacobs indicated that the subcommittee is working on a utility insert regarding the pavement plan.

Public Comment: Chairperson Neville called for public comment and there was none.

8. Long Range Calendar:

The commissioners discussed various possible items for future meetings including the following:

Chairperson Neville asked whether commissioners were interested in having, Matt Dulcich of UCD, to speak on the UCD growth plan, tentatively scheduled for March. Chair Neville asked staff to confirm Mr. Dulcich's availability for March and Commissioner Salomon indicated that if he is unavailable then it might be better to push back to July when the new members are on the commission.

Chairperson Neville suggested holding a workshop related to development of impact fees and the commissioners agreed this would be useful.

Chairperson Neville indicated that Commissioner Jacobs had requested a presentation by City's Head of Human Resources Department regarding the classification study and other personnel matters. Commissioner Salomon asking for follow up on the organization study performed by the former City Manager. There was commission interest in having this as a future agenda item.

Commissioner Salomon had previously asked for an agenda item regarding the financial impact that major development projects have on transportation. Chairperson Neville agreed to consider this as a possible agenda item.

Commissioner Salomon indicated an interest in having the commission do some analysis regarding which city or cities that are the most transparent relative to budget information. Chairperson Neville suggested Communications subcommittee should review.

Chairperson Neville warned of a possibility of not holding a March meeting.

Public Comment: Chairperson Neville called for public comment and there was none.

9. Adjournment:

Chairperson Neville asked for a motion to adjourn. Commissioner Salomon moved to adjourn and the motion was seconded by Commissioner Beeman. The vote was as follows:

Ayes: Commissioners Beeman, Buzbee, Jacobs, Neville, Salomon, Sandino and Sufi.

The meeting was adjourned at 8:04 pm.