

0. A. **CALL TO ORDER** – Mayor Bublak called the meeting to order at 5:00 p.m.

B. **SALUTE TO THE FLAG**

Mayor Bublak announced the City Council meeting is open to the public with limited seating capacity and that compliance with health and safety guidelines including COVID-19 screening, temperature checks, face coverings, and physical distancing measures is required for in-person attendance.

Mayor Bublak also announced the meeting is being conducted via the Zoom system and streamed on the City’s website, YouTube, & Spectrum Channel 2.

Mayor Bublak announced that members of the public will be given the opportunity to address the Council during public participation. The City Clerk will provide additional details and instructions once we near the public participation section of the meeting.

C. **ROLL CALL:**

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

PRESENT: Councilmembers Nicole Larson, Andrew Nosrati, Pam Franco, Rebecka Monez, and Mayor Amy Bublak.

ABSENT: None

D. **DECLARATION OF CONFLICTS:** None

1. **APPROVAL OF AGENDA AS POSTED OR AMENDED**

This is the time for the City Council to remove items from the agenda or to change the order of the agenda. Matters may be taken up out of order of the established agenda by a four-fifths vote of the City Council.

**Action:** Motion by Councilmember Monez, seconded by Councilmember Franco, Approving the agenda as posted. Motion carried 5/0 by the following vote:

Councilmember Larson	Councilmember Nosrati	Councilmember Franco	Councilmember Monez	Mayor Bublak
Yes	Yes	Yes	Yes	Yes

City Clerk Jennifer Land announced that members of the public will be given the opportunity to address Council concerning any item that has been described in the notice for this meeting. For members of the public participating in-person and who are interested in addressing the Council, please raise your hand once the Mayor opens public comment and before she closes public comment. For members of the public participating remotely, please press the “raise hand” feature on your screen or press \*9 from your telephone keypad.

Members of the public participating in-person will be called upon first and then we will move to those participating remotely. For those participating remotely, they will hear an automated prompt indicating their

*line has been unmuted – and that is when their comment period will begin.*

*Lastly, we request members who choose to address the Council to please state their first and last name in the event any follow up is needed; however, this is not mandatory.*

**2. PUBLIC PARTICIPATION:**

The following members of the public spoke:

Milt Trieweiler  
Ron Bridegroom

**3. FISCAL YEAR 2021-2022 GENERAL FUND BUDGET WORKSHOP:**

*Mayor Bublak announced that public comment will be opened once all of the departments have had an opportunity to present.*

- A. The City Council will review, discuss, and provide direction to staff regarding the proposed Fiscal Year 2021-2022 General Fund Budget.

Acting City Manager Gary R. Hampton provided an overview of the budget workshop, augmentation requests and City Council's General Fund fiscal priorities.

Senior Accountant Nadine Silva presented information regarding the forecasted General Fund revenue for FY 2021-2022, budget to actual comparisons of the General Fund revenues for the last 5 fiscal years, detail of one-time revenue and expenses in FY 2020-2021 that are not projected in FY 2021-2022, analysis of General Fund reserve, and an overview of the augmentation requests for each department.

The following departments presented information regarding their budget augmentation requests and proposed budgets for Fiscal Year 2021-2022:

City Clerk Jennifer Land provided information regarding the proposed budget augmentation requests for City Administration (City Council, City Manager, City Clerk, and City Attorney) including annual conference budgets and dues for the City Council and City Manager's office, training and notary public expenses for the Executive Administrative Assistant/Deputy City Clerk, part time help for City Clerk and City Attorney offices, and other minor operational increases.

Acting City Manager Gary R. Hampton provided an overview of the proposed organizational restructuring of the Finance and Administrative Services Departments.

Senior Accountant Nadine Silva presented additional information regarding the proposed organizational changes to Finance and Administrative Services Departments, and augmentation requests including reclassification of positions, creation of new positions, workspace reorganization, and training budget.

Council and staff discussed this item, including budgeted positions, salary ranges, and workspace reconfiguration.

Human Resources Manager Sarah Eddy provided information regarding the proposed augmentation requests for HR including new positions and an executive recruitment budget.

Acting City Manager Hampton provided additional information regarding the cost and process of utilizing recruiting firms and succession planning.

Council and staff discussed this item including inquiries regarding the budget for the Administrative Services Director position, part time help in City Attorney's office (related to administrative investigations), and why it was not budgeted in Human Resources.

Council and staff discussed the .25% of cannabis revenue set aside for drug diversion and education.

Interim Chief of Police Steven Williams presented information regarding the proposed augmentation requests for the Police Department, noting that a majority of the requests are for clean-up, including personnel (restore 6 of the 10 frozen positions – Police Chief, 2 Community Service Officers, 1 Records Technician, and 2 Emergency Service Dispatchers). Restore vehicles and equipment replacement (replace 6 patrol vehicles and 1 staff vehicle). Overtime (restore overtime to levels prior to recession – patrol, collateral duty training, and CARES), and training (restores training levels prior to recession – field operations, special operations, and EVOC training).

Council and staff discussed this item including inquiries regarding funding for dispatch (between police and fire), mileage of vehicles to be replaced, funding support for the CARES team from the County, mandated training requirements, and continued education/training.

Acting City Manager Hampton spoke regarding overtime needs within public safety and his concerns with the interim status of the Police and Fire Chief positions and recommended the Council not suspend any of the vested positions (instead suspend the positions of those who are appointed to fill the positions).

*Councilmember Larson stepped down from the dais at 6:30 p.m.*  
*Councilmember Larson returned to the dais at 6:32 p.m.*

Interim Fire Chief Gary Carlson presented information regarding the proposed augmentation request for the Fire Department, noting requests are practical and provided an overview of the current staffing of the department in comparison to 2010, including personnel (restore Fire Chief, reclassify Training Chief to Deputy Fire Marshal position. Interim Fire Chief Carlson also provided an overview of the contractual hours and staffing of the Fire Department and overtime vs added personnel costs. Interim Fire Chief Gary Carlson also spoke regarding the associated training and equipment/uniform costs associated with additional personnel and vehicles and equipment replacement (restore schedule). Also spoke about having applied for grants for fire truck and personnel (SAFER grant).

Acting City Manager Hampton spoke regarding the Fire and Police Chief salaries (Fire is consistent with Industry Standard and Police is proposed to be lowered) and compensable leave (paid) time off vs overtime and urged Council to explore this option in negotiations to expand staffing in the Fire Department.

Parks, Recreation and Public Facilities Director Allison Van Guilder presented information regarding the proposed augmentation request for the department including reinstating 4 maintenance positions (2 in Public Facilities, and 2 in Parks), 1 Superintendent position (for succession planning), and increasing tree trimming contracts across maintenance areas.

Acting City Manager Hampton spoke about the duration of the budget workshop and offered Council the option to continue the remainder of the workshop tonight or to the next workshop (which will include Planning, Engineering, Information Technology, present solutions to water, capital improvement plan, and what the cost of the 2-year equipment catch-up will be).

Council consensus was to conclude the workshop for tonight.

Mayor Bublak opened public participation.

The following members of the public spoke:

Milt Trieweiler  
Ron Bridegroom  
Robert Puffer

Mayor Bublak closed public participation.

Staff provided brief comment in response to public comment.

Mayor spoke regarding succession planning, department head positions filled, and recommended filling the Finance Director position and the Human Resources Director position. Provide an organizational map for these two positions as soon as Tuesday.

Councilmember Franco concurred, also noted it would be helpful for staff to prioritize augmentation requests to be addressed on a quarterly basis.

Councilmember Monez concurred, also noted flood gates aren't open – very fiscally conservative.

Councilmember Nosrati requested additional personnel requests be reflected at low end and high-end salary ranges.

#### **4. ADJOURNMENT:**

Mayor Bublak adjourned the special meeting at 7:28 p.m. Motion carried unanimously.

RESPECTFULLY SUBMITTED

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Jennifer Land, City Clerk