

**PINOLE SPECIAL CITY COUNCIL MEETING
BUDGET WORKSHOP
MINUTES
MAY 31, 2016**

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

The Special Pinole City Council Meeting was held in the City Council Chambers, 2131 Pear Street, Pinole, California. Mayor Swearingen called the meeting to order at 6:00 PM and led the Pledge of Allegiance.

2. ROLL CALL, CITY CLERK'S REPORT & STATEMENT OF CONFLICT

A. COUNCIL MEMBERS PRESENT

Mayor Roy Swearingen
Mayor Pro Tem Debbie Long
Council Member Peter Murray
Council Member Maureen Toms
Council Member Tim Banuelos

B. STAFF PRESENT

Michelle Fitzer, City Manager
Hector De La Rosa, Assistant City Manager
Stephanie Downs, City Attorney
Neil Gang, Police Chief
Rob Piper, Fire Chief
Tamara Miller, Development Services Director/City Engineer
Andrea Miller, Finance Director

Assistant City Manager De La Rosa announced the agenda was posted on Thursday, May 26, 2016 at 4:00 p.m. All legally required notice was provided. After an inquiry by the Assistant City Manager, the Council stated there were no conflicts on any item on the Agenda.

3. CITIZENS TO BE HEARD (Public Comment)

None

4. WORKSHOP ITEM

- A. Receive Report and Provide Direction on the Proposed FY 2016-17 Citywide Budget [**Action: Presentation - Provide Direction (Fitzer/A. Miller)**]

City Manager Fitzer introduced the item and turned the matter over to Andrea Miller, Finance Director who went over the Budget PowerPoint.

Staff discussed changes to the formatting of this year's Budget including establishing new practices such as no longer showing net revenues (offsetting the revenues against the cost of contracts and expenditures), direct allocations of staffing to expenditures funds, limiting the number of transfers in and out, and showing the expense in the special revenue fund where the funding is allocated.

Staff responded to questions and comments raised by the City Council and provided further explanation on budget line items.

Mayor Swearingen opened the item to the Public at 7:30 pm

Jack Meehan Pinole citizen, addressed Council stated that he was hoping that the City Council would be discussing more Policy issues such as Code Enforcement staffing and Attorney costs. He stated that the City Council sets Policy and the City Manager implements the Policies.

With no other speakers, the public comment was closed at 7:35 pm

City Council comments followed.

Mayor Swearingen requested that the Fernandez Park restroom project be completed in FY 2016-17 rather than in 2017-18. The Council agreed with this idea, but requested to see what other projects would have to be moved to FY 17/18 to provide the required funding in FY 16/17. He also requested that \$25,000 be allocated for demolition of the Fowler House, that the City look at cost control methods to reduce escalating workers compensation costs, that the City contemplate forming Landscape Lighting Districts in other areas of the Community, and adding additional parking and other things for seniors in the future.

Councilmember Toms agreed that the installation of the Fernandez Restrooms should be reprioritized and to seek funding from the State Community Development Block Grant program. She agreed with the Mayor that funding be allocated to demolish the Fowler House, and that there is a need for a Code Enforcement Officer.

Councilmember Murray agreed with idea of reinstating proactive Code Enforcement activities. He mentioned that now is the time to reevaluate our building infrastructure and invest in ongoing maintenance, as such items have been deferred for many years in the economic downturn. He also stated he would like to see the issue in the Fire Department get resolved.

Mayor Pro Tem Long agreed with the idea of demolishing the Fowler House, and for staff to return to Council to discuss reallocating funding for Fernandez Park restrooms. She stated that Recreation revenues and expenditures should be summarized by program area, so Council can affirmatively act on subsidizing one program with surplus from another. She requested the items discussed as part of the budget be memorialized in the Budget narrative, she also would like to revisit the Recreation Department Budget once she finalizes discussion with the City Manager on Department issues, and would like the City Council to consider filming the Veterans Day event at no cost to the organization. She suggested having a program that allows everyone to report code enforcement as they see it.

Councilmember Banuelos agreed that the installation of the Fernandez Restrooms should be reprioritized as well as allocating funding for updating and/or developing a new City website.

Outstanding items to be analyzed:

- Why the Other Taxes revenue projection is down by more than \$125,000 for FY 16/17.
- Utilities, in particular if solar savings are being recognized at the Tiny Tots Center.
- For FY 17/18, a depreciation or “consumption of assets” calculation be included in the line item budget, and subsequently in associated fees collected.
- For FY 17/18, the proposed budget to include an actual to date column. The new Finance software should include this feature.
- Analysis of the sewer infrastructure improvements needed, and a funding strategy to achieve them.

5. **ADJOURNMENT** to the Regular City Council Meeting of June 7, 2016.

At 8:20 p.m., Mayor Swearingen adjourned the Special Meeting of May 31, 2016, in Remembrance of Amber Swartz and the Military Heroes.

Submitted by:

Hector De La Rosa
Assistant City Manager/Deputy City Clerk

Approved by City Council: June 7, 2016