





































*City Council Meeting Minutes of June 21, 2021*

- Thank you for this distribution of expenditures and revenues over multiple years, it really is helpful.
- I'm seeing a disconnect between what we have in the budget book for expenditures for 18-19.
- It must be a typo.
- I'm on page 166 of the print, which I know is out of sync with the digital version.
- The page that says general fund transaction and use fund tax history and forecast.
- It shows all of the expenditures for each year.
- They line up with what I'm seeing here on this document for expenditures for '19, '20, and '21 but for '18-'19, the number is substantially lower in the booklet.
- I'm wondering if you can take a look at and let me know what I'm missing.
- I'm seeing here a number of 8,080,034,135, but in your summary document tonight, it's 11,345. Can you tell me what I am missing?

Director Kwong commented it might be the transfer out but will take a look at it and see why there's a difference.

Councilmember Rich commented just as a follow-up, the reason it was important to me is, as many of us - I'm looking at the patterns and trying to figure out as we project forward and I am thinking are we going to be spending this amount that we're projected next year or might we be able to skinny down later on.

Councilmember Hinton commented as follows:

- Discussed the request for the Upcycled art project
- I know this request did not come through the budget subcommittee.
- It came up during a Council meeting, and I feel like if we're going to take it out of the art and lieu fund, maybe that Commission should vet it, versus just allocate it without their feedback.
- I know it was an idea, which is great, but considering they already have an art project in, I would toss this back to where I think it belongs, and that's the art commission to make a recommendation to the Council.

Mayor Glass questioned how long does Planning think that would take for us to get feedback on that?

Director Svanstrom commented as follows:

- Requested clarification from the Council
- Would you like a recommendation to move forward with the project or not
- Or would you like, similar to where Council directed to us work to vet a project?

Councilmember Hinton commented as follows:

- I think it's kind of coming backwards in because we're in a budget process, but I think that my understanding of the commission is that's what they do.
- If it's public art for the city, then it should be vetted by them before we approve spending.

Vice Mayor Gurney requested clarification of the process of the discussion of budget items.

Mayor Glass commented as follows:

- At our earlier meeting decided not to do thumbs up/thumbs down.
- We were going to do a priority number.

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- I'm going off the agenda item, except the art was added from the 15<sup>th</sup>, which has most of the items.
- I'm going through my notes of all the different things from all these different meetings to see if we can get kind of a list of priorities that we could have by the end of the evening.
- It's like a scale. So 1 is super important, and 5 is really not important. 3 is sort of medium important.
- So by the end of the evening we should have a list.

Councilmember Rich commented as follows:

- Had the same thought that was expressed by Councilmember Hinton, but I don't understand the task -- the responsibility assigned to the art committee.
- Is there an expectation by this group of citizen volunteers that they allocate to have responsibility, control over this particular fund?
- If so, I think we need to respect it to the extent that, in fact, the city Council has leeway that would be acceptable to this group of volunteers.
- In other words you're looking at history and I don't know the history here, then I would feel strongly that we should allocate the \$3,500 as a project that supports a bunch of different very useful goals within our town and would not delay this project that we have appointed commissions fully 100% engaged in.
- That's the zero waste committee and the climate action committee.
- I'd hate to see them delayed unless there would be a message that we wouldn't want to convey that would undermine the sense of responsibility and authority of the art committee.

Mayor Glass commented as follows:

- From the history of it, I feel that this committee is advisory, that they don't have any kind of budgetary item is actually our purview.
- Asked the city manager about spending by subcommittees, but I would think that city commissions are advisory as opposed to decision-making.

Director Svanstrom commented as follows:

- I agree with Mayo Glass
- They certainly are advisory and make recommendations to Council in terms of spending, any funding for various art projects and discussions with Council, Council's directive to then make the city alive with art. That said, I draw a parallel to the black lives matter mural that was done at the plaza.
- That came to Council and Council directed public art committee.
- I think the piece that the public art committee would feel strongly about is the role they play for the city.
- It's probably more important than the Council direct and go spending money, but that they have a curatorial role in making sure it's a robust and beautiful piece for the city.

Vice Mayor Gurney commented as follows:

- My impression of most committees is they want to know what the Council wants them to do rather than tell the Council what to do.
- We have two committees of really energized people who way outnumber the public arts committee, and they're very engaged in this project, and I think like the black lives matter mural, this would be fun to encourage them to get behind in that coordinated, curating way, whatever,

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so all the energies are going together and we have a fun piece of public art that's going to promote our interests in climate action, our new generated strong interest, and also our revived interest in zero waste.

- So I'm very much in favor of spending this small amount of money from the public arts budget.
- For me, it becomes a top priority for all those reasons.

Councilmember Slayter commented as follows:

- I have no problem with the \$3,500 from the public art fund.
- I think that that's a logical place for it.
- What I don't want is this project to go forward without running through the public art committee.
- We have some reasonably recent examples of very public pieces that were incredibly well intentioned, but honestly the design may be lacking.
- That's the very reason we have the public art committee is to guide and vet these things.
- So if the climate action committees want to take the lead on it and be sort of the applicant, I think that's great.
- I just want the public art committee to be able to have a voice in it.
- We've talked way too long about something that is virtually nonconsequential to the budget.

The Council discussed the next item of administrative services department staffing position as well as administrative support for the Police Department and City Administration.

Councilmember Rich commented as follows:

- The idea here was to consider allocating funds to provide administrative support to our city manager and assistant city manager, and also to our police chief.
- I think as we look at our staff, which is hard-working in many ways, I think from my perspective, overextended
- I expect there is a need for additional staff, and during this next number of months, probably the first half of the year we're likely to see where in the city staff that need might be for additional staff.
- My proposal is not to specifically allocate exact amounts of funds for an exact position, but instead, to bump this back to our city manager and have our city manager look over the course of the next number of months at what sort of staffing, additional staffing might be needed to address a variety of issues and allow our city manager to make a proposal and to come back at mid-year.
- But as a city Council, what we would be conveying to our city manager and our hard-working staff, is that we're willing as a Council, despite the financial stress that we are in right now, to invest further in staff to the extent that it becomes necessary.
- I say that because I was not part of the budget subcommittee process, only two city Council members were.
- I do not understand the context.
- I haven't done a deep dive.
- I don't have the appropriate data
- We have the CARES Act fund
- We have the rescue fund
- I would modify the proposal as a vote of confidence and public support for our staff and our request that our city manager come back with a proposal for additional staff needs, possibly to consider a mid-year or earlier than that.

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Mayor Glass commented as follows:

- What I'm hearing from Councilmember Rich is she's suggest that go we do mid-year review regarding staffing needs for administrative support, our police department, and for our management or just in general administrative support for the city.
- That sounds like a good idea to me.

Councilmember Hinton commented as follows:

- I don't want to belabor this either, but I just wanted to say, I fully support leaving it up to the city manager to analyze not only the police department and the city management, but, frankly, the whole city and every department because there might be some job share cost savings in all areas
- It's really the manager's job of the city to do that of all employees, their job description and how to best utilize our entire staff to maximize and find out where we have holes.
- I support the idea once we figure all that out of possibly adding if we need to.
- The whole city analysis would be great.

Councilmember Rich requested input from the City Manager/City Attorney.

City Manager/City Attorney McLaughlin commented I accept the assignment of this task to come back mid-year with recommendations for staffing in our office as well as the police chief and possibly the with recommendations for other departments.

Vice Mayor Gurney commented as follows:

- I just want to say what I'm interested in that as sort of the baseline, City Manager/Attorney McLaughlin, for this assignment.
- What I would like to have you explore is the reorganization. It's not just who needs some extra help, so to speak.
- Where are we putting people in what positions and how does that affect workflow use of the facilities, all those managerial questions.
- I'm saying reorganization is a potential subject matter for you.

City Manager/Attorney McLaughlin commented as follows:

- We're always looking at how to better serve the public in terms of where our offices are located, and that's utilization of space, so we're always looking at that.
- I will say I'm not sure we can fit any more people in city hall, for example, and move people around. You're not referring, though, to the question of economic vitality position -- combining some of those? You're talking staffing?

Vice Mayor Gurney commented I'm talking about reorganization of the departments internally that we talked about at the last meeting.

City Manager/Attorney McLaughlin commented as follows:

- We can come back to the Council
- That's what I meantime when I said we could come back with something more comprehensive than just whether or not we're looking at administrative help in police and city manager offices.

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Vice Mayor Gurney commented that's why I wanted to say the word "reorganization" so that it's clear what I'm thinking and it's clear what you believe your assignment is.

The Council then discussed SB 1383.

City Manager/Attorney McLaughlin commented I think mid-year would be an appropriate destination for this one.

Councilmember Rich commented as follows:

- Just an alert to the rest of the city Council there will be staff expenses associated with SB 1383.
- I'm confident that Ryan Crawford from our engineering firm will have a good handle on it and, mid-year seems like a good time to address it.

The Council then discussed water/sewer rate study.

Mayor Glass commented as follows:

- I think this is another thing we need to take a look at mid-year, and the reason why is because we will have more information from our Administrative Services Director regarding what studies we need to do or what planning we need to do in order to determine what goes into the rate study.
- In other words, what projects for water and sewer need to happen so that they get included in our projections for doing a rate study.
- I'm looking at that being mid-year also.

Councilmember Rich commented as follows:

- I did hear a discussion from Toni Bertolero about the need for a study in preparation for that rate study.
- My question is whether we need to set aside funds for whatever that master plan assessment was that she was talking about or whether, in fact, that's already assumed in whatever GHD will be doing for us
- It seems like there might be money that is needed there.

City Manager/Attorney McLaughlin commented as follows:

- some money will need to be put towards doing the sewer water rate.
- We got that mid-year.
- That's where I think that should go.

Director Kwong commented as follows:

- We should do plan a and then b and then c. order before we get to the rate study
- We need another set of studies.
- I don't recommend that we put any money in the budget right now because we don't know what that scope is yet.
- It could come back more, it could come back less.
- I would recommend that we wait for Toni Bertolero to have a little time to look into the scope of that study first.
- Once she determines what the scope is, she'll bring a report back to Council at that time for a review. It's any budget adjustment that needs to happen at that time for that project or that study to go forward, then we would ask for an amendment on an adjustment.

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Vice Mayor Gurney commented as follows

- I just want to make sure that Toni Bertolero understands the assignments we would like her to take on.
- One is that pre-study work to the water sewer study, and the other one is the calendar of what studies do we need in what order so that we can be grant ready as an applicant.

City Manager/Attorney McLaughlin commented as follows:

- I'm perfectly happy to bring back the staff recommendations not in a mid-year budget request, but just as an agenda item.
- The main reason is it will take a while to work that up.
- What Toni Bertolero and I talked recently, and a what we were doing, we were having her help guide the process, look into what we need, when do we need to do it, the calendar was a great idea.
- I'm basically assuming she's basically going to be in charge of prioritizing those in the proper order and bringing them back at the right time.
- She's really good at that and she has taken kind of overall control of those subjects like a staff member would, looking to prioritize them, get them on a calendar, and return with the city Council.
- What you saw her present tonight is sort of like her work list.
- I think you can assume if she thinks we should be doing it, you will see it again.

Vice Mayor Gurney commented as follows:

- I think we're in agreement regarding that item.
- Then there's question of consolidation.
- This one is a really big question.
- This is the notion that was put forward at our recent meeting of consolidating community and vitality, economic development, doing a RFP and rolling relaunch into it
- That was a notion that was put forward at the meeting.

Councilmember Rich commented as follows:

- We have three dollar items that have some element of marketing, community vitality that addresses consultant as we go forward out of the covid era, being optimistic, and into the future.
- The one was the relaunch Sebastopol item, just to put a dollar figure on it, and that total item was 74,000, but we'd will looking in terms of the marketing piece at 50,000. 24,000 was about landscaping.
- Looking at the marketing piece, it would be 50,000 that's currently in the proposed budget that we were discussing the last time.
- The second item is the community vitality contract, and that's 72,000.
- Then discussed in that context, which I don't know, is really within the same category because I think it may be basic services.
- It would be good to get our city manager's perspective on this, is the Holly Hansen amount, proposed at 52,000.
- I think those are the dollar amounts and the question becomes what we want to do in terms of our marketing of our town moving forward and to this next stapling.
- Those are the dollar amounts involved and I would love to hear input from our city manager

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Councilmember Slayter commented as follows:

- This is an interesting question.
- I think that Councilmember Rich and I both said the same thing in different ways, which is the entirety of it might need to be refocused.
- At least that's my wish on this, is that we have the community vitality piece, and then we have the relaunch piece, and then we have the beautification component of one of the pieces.
- I'm not sure that I would group our outreach coordinator directly.
- I think that that position is separate
- I think it's incredibly important, and honestly, the history that the Council and the city government has had, the amount of information we're pushing out is tenfold.
- It's really a remarkable increase in sharing the city's news with residents in the area, in the region and the professionalism that comes from having a communications expert
- I'm fine with this year's budget figure for that piece of it.
- I don't want to just stop the funding for the community of vitality consultant.
- I think that is good work, and I says a reason for a lot of those activities to continue.
- What I'm concerned with is that it's getting a little bit far afield.
- It's too big a topic to try to take on it ten minutes after 9:00. But I think the Council needs to seriously consider the two other parts of that, the relaunch and the vitality, because I think there's an awful lot of overlap there, and I think that the community vitality piece, due to the pandemic and all the situations that that led to, I'm not sure that the focus is Council driven so much at this point, which is then community driven.
- I worry that that's sort of drifted.
- So for budget reasons, I think that a smaller figure for the community vitality is maybe the best way to go that at least some of that work, what the Council would consider to be the most violates of that work continues, and then look at it holistically.

City Manager/Attorney McLaughlin commented as follows:

- I essentially agree with Councilmember Slayter on this because the last time I mentioned what staff's recommendation is to do a RFP for the economic development portion of it.
- CoMission has been retained, but then we went into the pandemic and never did those things that were in the original RFP.
- I did recommend last time that we keep CoMission doing the Council work that they've been doing that we provided a work plan for.
- My overall suggestion is that we return with a RFP and basically recommence that project with more input from the Council before we put that RFP out.
- The other issue is I absolutely agree that we should separate out the outreach functions.
- To me, that is distinct and different than presently being done.
- I'd like to see that separated out from the consolidation item and continue with that work as a separate item.
- This is my request. That CoMission be funded continue the Council work pursuant to the work plan we put out in RFP for the economic vitality position and get further input from the Council, go back to that original idea, and finally that we keep the outreach coordinator position separated out from this consolidation discussion.

Councilmember Hinton commented as follows:

- It's a little awkward coming after that speech.
- I think that there may be even four distinct things and we should keep them separately.

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- We have our relationship with Holly Hansen who has done a great job.
- She was with the city long before I got on Council, maybe not long, but that's a separate piece.
- Then we have the beautification downtown. I think that would maybe go be managed by our public works department. So that's a separate piece.
- Then we have the marketing arm proposed of the \$50,000, and having a 25-year marketing career, that's what I did, I have to advocate for a RFP going out for people that specialize in that, that have media and can negotiate rates that can stretch our dollar.
- Where the vitality comes in -- and I have talked to a couple of people on our various councils who feel like they could step up very similar to our zero waste council and facilitate their own meetings.
- I'm not excited about the proposal we've received from CoMission that is about \$6,000 a month to facilitate our councils we've created in the last year.
- To get ready for this you do it I went back to our Council meeting minutes of May 5th, 2020 and re-read what we discussed about this vitality position.
- Basically it was that this item was actually to have a person who would be an essential linkage between city offices and city projects and the business community to start a two-way conversation so that they're aware of what the city is doing and aware of our needs. T
- That was what we envisioned. I just want to go back to that.
- It did change when covid hit, and I think CoMission has filled some vital roles.
- Staff talked about in this meeting about recovery and our goals at the time, which included helping businesses do their achieving small business loan assist, et cetera, et cetera.
- I think that what we should be looking at for this year is completely different than what we've been doing, maybe not completely, but I think some of those councils now that they're launched can self-facilitate.
- I'd like to really relook at what the vitality position should be and where we move forward from here.

Vice Mayor Gurney commented as follows:

- This always turns into a long discussion.
- I've been talking about this discussion from different animals probably for five or eight years.
- And I think now with experience with different people doing different work, we're starting to hone in on it better.
- I think for me, what I'm interested at this moment in time is the financial health of our businesses, the financial health of our nonprofits, and the financial health of our government.
- All those involve marketing
- Our businesses need to be marketed so they're successful, they stay working, providing sales tax revenue for us.
- Our nonprofits need to be really with a fund base that's independent from city assistance.
- They're important because they bring people into town who then go to all our other businesses and spend money, which helps our sales tax.
- I think our government needs to be marketed as well so that our people are engaged in democracy. Bottom line, I think we have a marketing position here for the health of our community so that people feel a sense of belonging to this community.
- Our work with CoMission so far has done a lot focusing on people and how they're doing through a period of threat and isolation and insecurity.
- That's what we are hopefully exiting.



- Now is the time to do the RFP or RFQ or whatever is appropriate, the professional person who has expertise can leverage our dollars and market ourselves to ourselves, ourselves to the region, and help us be financially successful because we got to have some answer to the revenue challenge.
- We can see that looking at our budget.
- I also respect the city manager's assessment.
- If he finds that Holly Hansen is really helpful in the outreach she's doing, I feel compelled to listen to his assessment.
- Individually, I'm not aware of all the work she's doing, so perhaps my assessment isn't exactly accurate. I think we got a lot of money here.
- The total Councilmember Rich was talking about, \$174,000.
- There's a lot of money there that I think we have to optimize our use of to make sure we see change pretty quickly.
- My concern and question is how long is it going to take us to get somebody to come in and do this? .
- I for one am willing to look at interim help from CoMission assisting the nonprofits and maybe the business council, but certainly I think the level they're talking about and the time they're talking about is extended.
- City Manager/Attorney McLaughlin, how long would it take to draft that, get it approved by Council and send out a successful applicant in and on board? We don't have four or five months to wait.

City Manager/Attorney McLaughlin commented as follows:

- It did take a while last time what my proposal was basically to utilize the former RFP and bring it back with a Council to fine tune it as soon as possible.
- If the city Council going to make some more drastic changes that may take a while longer.
- I think it took them at least three months to put out the RFP, get back the responses, and do interviews.
- I heard that everybody is more or less talking about the same thing, doing a RFP and have an economic position filled, separating out the outreach and continue CoMission possibly.

Councilmember Rich commented as follows:

- Listening to the comments here, this is my thought, bringing it all together considering a delay in a RFQ or RFP, the benefits of CoMission so far, and let's face it, the possibility that, in fact, CoMission may be the entity that we would select based on a new RFP, RFQ.
- It hasn't been put out there. So they could apply for that.
- I'm hearing that the outreach coordinator is really well supported. Leave the \$52,000 alone for Holly Hansen.
- The beautification under the relaunch category of \$24,000, I think that's also supported by our public works director, and hearing support for it, let's leave that alone.
- Let's think about taking proposing to CoMission a six-month contract.
- Propose to them that they sign on for six months at \$36,000
- That that gives us enough time to then go out for a RFQ.
- We can combine the \$50,000 that's been set aside for relaunch as a marketing person with the balance of \$36,000 to give us \$86,000 to work with for our new vision, whatever it might be
- CoMission might be interested in putting a proposal out.

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Councilmember Hinton commented as follows:

- We've given CoMission in the last year \$160,000.
- I have reviewed their invoices, and it's unclear to me how much each of our initiatives cost.
- I do believe the last nonprofit summit was in the range of \$20,000.
- I'm uncomfortable moving forward, and I believe another Councilmember said it when we hired CoMission. I really want to see what the results are, right?
- We're going to put this money forward, let's see the results.
- Since I don't know what any of the project's cost, it's hard to analyze the results.
- At the end of the day, I'm a data person.
- It does seem quite high, their billing rate is very high, to give them \$6,000 a month, to oversee facilitation of three councils.
- I don't know how many meetings that is a month.
- I just know that \$6,000 a month, and when I reviewed their proposal, basically that's what they were doing is moving forward with a business council, the nonprofit council, and I think there was a third one.
- I would not be in favor of the proposal tonight, approving that.
- I really think that it would not hurt us to take a couple months, step back after spending \$160,000, and certainly CoMission can pitch in a process, a work plan for a set amount of money so that we know what we're spending, instead of just allocating money, and then not really having a really great recap.

Councilmember Rich commented as follows:

- I would just like to hear from our city manager, whether he feels that a six-month contract with CoMission would likely be workable for CoMission
- Recognizing and respecting Councilmember Hinton's comments, understanding her concerns, I also feel compelled to listen to our city manager, unless he corrects me otherwise, is clearly messaging that CoMission has been valuable from his perspective.
- In addition to recognizing that opinion of his, I think it's important that we be careful about not losing momentum if we're going to put out a RFP, RFQ, and it's going to take three months right at a time that is truly essential to our community.
- That bridging with CoMission's assistance and involvement I think would be valuable.

City Manager/Attorney McLaughlin commented as follows:

- So we can certainly talk to CoMission about a six-month contract.
- We have not talked to them about that before, but I would be happy to do it as soon as tomorrow, for example.
- I will say during the pandemic, I thought the work they did was very valuable.
- I think by Council comments, the Council would agree with that.
- I did come up with the idea going out for another RFP or RFQ to begin the work again.
- It would take about three months to do that.
- In the meantime, I'm recommending continuing with CoMission's work for a period of time and we would be happy to talk with them about whether they're willing to do that for six months.
- Then bring back to the Council a proposed RFP.

Vice Mayor Gurney commented as follows:

- I think the city manager's point of view is really important.
- He perhaps has the closest contact with CoMission.

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- My only concern is that I think \$6,000 a month is pretty expensive to run at the most three councils.
- I know for the CBO council, that includes a newsletter, like putting together a newsletter and sending it out, and that newsletter has a really important networking component, which is the follow-on to the once a month meeting.
- I just don't quite understand why it cost all of \$6,000 a month, and I have seen the hours in the scope of work plan.
- It just seems expensive to me.
- I'm wondering if City Manager/Attorney McLaughlin were going to talk to them about a six-month contract, if there was a willingness to discuss some sort of lower monthly charge for the work they're doing.
- I don't know anybody on the CBO council who has said I want to step up and facilitate this.
- In fact, everybody has expressed gratitude for the work that CoMission is doing, because they're all, with their whole band width are pivoting and trying to reopen. So I don't see that shift of responsibility to the volunteer EDS or other people on the CBO council.

Councilmember Hinton commented as follows:

- It was from the business council that I heard somebody told me that, vice mayor gurney. Not the nonprofit council, just to clarify.
- The other thing, I just want to say this, I think we've done a really good job co-branding CoMission. But like tonight, we should be branding the city of Sebastopol.
- Tonight we heard from Toni Bertolero, who is a consultant for us, but never once, I think for except maybe in our headline did she say her company's name.
- So, again, as a marketing professional, CoMission's work should be for us, and we should be branding the City of Sebastopol with outreach, not a name of a company that we hire as a consultant.
- I just wanted to add that to the discussion tonight in base we move forward with them in any kind of future contracts.

Mayor Glass commented as follows:

- I'm just going to make a comment that I agree with Vice Mayor Gurney that \$6,000 for managing or facilitating three councils seems extremely expensive to me.
- I think having the councils going to is a good idea.
- I've heard from other members of various councils that they think the councils are valuable, but they also think the amount being charged is very high.
- I think the nonprofits, some of them would like to have some of that money being sent to them instead of being paid out.
- It's very expensive for us as a city.
- I would like to see a significantly lower price, although I am enthusiastic about keeping the councils going.

Councilmember Slayter commented as follows:

- I'm not sure what that translates to.
- I'm hearing a form of consensus that we're interested in keeping the discussion meetings open, the nonprofit, the business councils
- We're not sure that we're seeing the value in what we're seeing on invoices.

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- it's not that we don't appreciate the pivot on the point of a pin that CoMission was able to do in regard to responding to requests from the city over the past year and a half.
- The idea of the business loan. The city doesn't have staff to look at that, you know. That was an expertise that they were able to bring.
- I don't want to discount the value that we have seen. What I think I'm hearing from my colleagues is that we need to see the value going forward.
- At this point in our history, it's time to take another look at it all.
- If a lower contract amount or what becomes a monthly payment is something that is maybe a little closer to a considerate level for the Council to help keep facilitating the business councils, the nonprofit councils
- I don't know what that number is, because, you know, our city manager needs to sit down with the consultant and find out what that might look like.
- I don't have a middle of the road compromise to go with this, because I feel like I'm lacking some information.

Councilmember Rich requested if the Council could come to a consensus on the following items:

- Leaving the outreach coordinator amount of \$52,000 alone,
- Leaving the beautify case of \$24,000 for landscaping alone.
- The \$122,000, which is in the current draft budget, the \$50,000 for relaunch marketing plus the \$72,000 for community vitality and say to the city manager, what can you skinny down the CoMission piece down to for some sort of transitional six months.
- What portion should go to that and what portion should, in fact, go to a RFP, RFQ?
- Thumbs up on the Holly Hansen and beautification on the mix of the other remaining \$122,000.

The Council discussed the Outreach Community Coordinator.

Mayor Glass commented as follows:

- First of all, there's \$52,000.
- I'm going to give that a one, in terms of my ranking.
- The Council was in consensus to keep this in the budget

The Council discussed beautification.

Mayor Glass commented as follows:

- Second item is the beautification for \$24,000.
- I also want to give that a one.
- The Council was in consensus to keep this in the budget

The Council discussed combination of marketing, vitality relaunch.

Mayor Glass commented as follows:

- There's a lot of how are we going to combine this, how would we do a RFP, maybe getting some more information from other cities how they do marketing
- Item was tabled for now and we're going to revisit this when we continue this, and we will have more information from our city manager when we revisit it on the 6<sup>th</sup>

The Council discussed the homeless outreach position.

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Mayor Glass commented as follows

- The homeless outreach person, that's in the budget with a place mark.
- That's a RFP for \$72,000 for homeless outreach.
- Everybody has a number one for that.

The Council discussed the municipal finance consultant.

Councilmember Rich commented as follows:

- I'm a number one on that, but I am concerned that we don't have enough money in that line item.
- That's based on a comment from finance director ana at our last meeting.
- It might be worthwhile to ask whether that number needs to be bumped up to be more realistic.

Director Kwong commented it was just an off the cuff figure.

Mayor Glass commented as follows:

- Is it possible to make a few phone calls to a couple of vendors, it would be nice to have a little more of a ballpark on that.
- Perhaps our city manager could check out the municipal consultants and find out what they would expect the charge would be.
- Does that seem like a reasonable thing to do, City Manager/Attorney McLaughlin.

City Manager/Attorney McLaughlin commented he would do that.

Councilmember Rich commented as follows:

- I'm just checking on money. There was money, I think Councilmember Hinton mentioned it, that we had set aside for the homeless services. \$37,000 or \$39,000 already in this year's budget.
- What's happened to that money?
- If we haven't spent it, could we either put it to this outreach number of \$72,000 and the number becomes lower, or can we put it to this consultant?

Director Kwong commented as follows:

- All non-spending just goes in the general fund to re-spend again
- We didn't spend that, so it's rolling over.
- Tt rolls over into our reserve.

Mayor Glass commented as follows:

- so even though we say we want to commit this money to something, we don't want to honor that commitment, now we're going to mix it all in one pot again. Okay.
- we can't help it. That's the way the state of California tells us to do it.

Vice Mayor Gurney commented we can do that, but we can also honor our commitment and say we have this money already.

Councilmember Rich commented as follows:

- Just want to understand what the budget document is reflecting for us on this topic.

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- If we could ask the Administrative Services Director whether the estimated expenses for this present fiscal year assume that that \$20,000 is being spent as intended or instead is going into the general fund.

Director Kwong commented I don't think that \$25,000 was anticipated to be used.

The Council discussed funding for the long range fire consultant.

The Council was in consensus to fund the consultant.

The Council discussed the sponsorship program.

The Council was in consensus to fund the sponsorship program.

The Council discussed Civic Sparks.

Mayor Glass asked if the City only pays this if we do not get the grant.

Vice Mayor Gurney commented as follows:

- We apply for a grant, and the \$29,000 is our obligation, and the RCPA is providing physical space, and we also provide some supervision.
- We're not going to have a civics fellow at zero cost.
- If we do not get the grant, we still need to pay \$29,000.

Councilmember Rich commented as follows:

- Discussed the Sea Serpents
- I have to express my concern in terms of moving forward, to the extent that this is a program that the city Council considers supporting into the future, and also as a message at least for me individually to the sea serpents, this program is a membership program.
- I would hope that to the extent that we support it in the future, that we do our part to encourage the sea serpents to provide more broader confidences to the community, not just to individuals that are members.
- They also do their part to reach out to their supporters, to obtain private funding
- Discussed need for equal access to this program, regardless of ability to pay.
- To the extent they already have that in place, I would want to see it expanded or more information provided about it.

Councilmember Hinton commented as follows:

- I think we have a community grant process, and while I'm support of this basically due to them losing their fireworks booth, if they brought something to us next year on community grants, just like we look at all of our community grants that we fund, I would feel treating the sea serpents as the other nonprofits we fund, including the senior center and the community center, et cetera, would be fair.
- I don't think this precludes us from funding them again in the future
- I think they would be judged the same as every nonprofit, such as Rebuilding Together, et cetera
- I just wanted to put that out there. Because this will come up next year.

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Councilmember Rich commented just tossing in an idea, not to discuss tonight, but just thinking in the direction of Councilmember Hinton's comments, maybe at some point down the line, we need to be looking at this in a more organized, structured way

The Council was in consensus with the Civic Sparks funding.

The Council discussed funding for the fire engine

Councilmember Slayter commented as follows:

- Discussed vehicles
- We have a half ton pickup truck that is in the public works departmental budget, we have a three quarter ton truck that is in enterprise. Probably water.
- Then we have as I understand it, an \$80,000 down payment for an apparatus for the fire department that is in the vehicle replacement fund.
- I understand why the three quarter ton pickup truck is in one of the enterprise funds.
- What I'm not understanding is the public works vehicle.

Director Kwong commented as follows:

- I think it's just routinely that the truck for public works is just housed in public works.
- The fire truck was a little more controversial.
- We're not sure if it was paid for outright or there's going to be a lease or how much.
- In terms of the fire truck is just a place holder.
- The subcommittee was proposing that it rather than coming out of the fire department, they did bring in some money, reimbursement from Cal OES, makes sense to offset it there.
- The same could be said for the public works if that is direction the Council wants anything related to the vehicle going forward, it should come out of reserve, where Council has been working very hard to put money aside for such purpose.

Councilmember Slayter commented as follows:

- It's a matter of what gets transferred from where.
- I'm just wondering if it's a little more logical if we set our procedure and we stick with it across the board.
- Just for consistency's sake.
- I have no problem at all with the pickup trucks, those are routine things.
- Of the public works vehicles, and the very rapid electrification of pickup trucks coming out of Detroit, and if we might be able to limp along for one more year or two more years, when an electric vehicle might be more affordable and perfectly viable for the use.
- A heavy duty commercial grade pickup truck with electric drive train speaks to our values.
- We held off on purchasing a diesel dump truck, for good reason. I think thanks largely to some research that Councilmember Hinton did.
- We made I think a more ecologically sound decision.
- The fire engine, the fire apparatus, as a member of the fire committee, this is not something that we have taken really much of a look at all.
- Honestly, I'm not sure which apparatus this request is meant to cover.
- I get mutual aid. I understand that perfectly. But we don't have a lot of wildlands in the City of Sebastopol. I know we go out on fires. I understand that.

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- If we have another apparatus that is used heavily within the City of Sebastopol, helping the residents who paid for that an apparatus, to me it makes more sense to do the more general purpose rig first.
- The fire committee has not discussed this at all.

Councilmember Hinton commented as follows:

- To be fair, I was on the fire committee last year along with Mayor glass, and we discussed it at length.
- So I'm sorry to say that I understand, like the subcommittee process.
- I feel very strongly that it's true, we do have another piece of fire equipment coming that needs replacement in the next year or so.
- We've been talking about for some time.
- It's a big safety risk for our firemen that are volunteers.
- We have to provide mutual aid.
- When there's a fire, we have to go. That's how I feel.

Councilmember Rich commented as follows:

- Suggested to set aside the \$80,000.
- There will be money needed for fire trucks of one kind or another.
- We determine what that which truck that should go to buy at a later date.
- The money be set aside for purchase of a fire truck.

Vice Mayor Gurney commented as follows:

- I like that idea. That works for me.
- I would just add this as a message.
- If we set aside this money, I think the chief need to know it may turn out that the money does to something else.
- If there's something that the Council determines is more urgent.
- For instance, last time we set aside that money for services to the homeless, and it didn't get spent and went in the general pot
- If we get an idea that something has to be purchased on some timeline, then the money will be there.
- If there's some other more urgent need and the fire subcommittee doesn't have a strong recommendation, then the money may go elsewhere.
- That's what I would say.

Councilmember Slayter commented as follows:

- I understand the way that time works, and that the fire trucks age out and need to be replaced on a regular schedule. I get that.
- My difficulty in this item is normally large purchases like this go through a RFP process.
- There are ways that that process can get shortcut sometimes appropriately, and sometimes in of other municipalities, it gets abused.
- The need for professional equipment is apparent.
- We need to provide the appropriate level of equipment for our volunteer fire department.
- We also just prioritized some money for an outside consultant for the fire department.
- I'm sure any consultant we would consider is going to take a good, strong look and have some very proactive recommendations on equipment.



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- This just feels a little early to me.
- I realize that I'm being set up to look like the bad guy to the fire department.
- I don't want to be the bad guy to the fire department.
- What I want to be is an appropriate representative of our residents who provide the tax funds to support the fire department in the best way possible.

Mayor Glass commented as follows:

- When the budget subcommittee talked about this, we definitely expected it go through a RFP process. We did not think let's buy the chrome plated rolls royals of fire engines.
- Let's put a RFP out there and see.
- I am hoping that \$80,000 is way too much. I
- I think we should be able to finance it, and it would cost us less than that, if we finance it over four years.
- But that's just a thought. We just don't have adequate information on it yet.

Councilmember Hinton commented as follows:

- I just want to reiterate, I'm not trying to make anybody be the bad guy here.
- We totally will demand an RFP with three bids and be able to analyze it as a full Council.
- I have to say that I was on the fire subcommittee last fall when this truck came to our attention. We were in the middle of a budget approval during covid and we didn't want to throw it in at the last minute.
- I'm not making anybody sound bad, I'm just trying to state the facts that this isn't the first time we have seen this replacement come forward.
- We talked about this truck and how old, it's the oldest in our fire fleet and it doesn't have air, and it was a hazard to our firemen last year.
- W
- have been talking about getting it replaced.
- That's why it's recommended on this list, to put a place holder in that we can fully vet.

Councilmember Rich commented as follows:

- I'm really on the fence on this topic.
- I have to listen to Councilmember Slayter's comments, and I understand, Councilmember Hinton, that there's some history here.
- It's different now because we are getting ready to spend money on a consultant to give us some direction on a thriving future for our fire department.
- Spending \$80,000 on a vehicle without the input of that consultant and the benefit of that report feels like it's just the wrong timing.
- On the other hand, we're sitting here in June, and we know that fire season is coming.
- I talk to these guys. I heard what it's like for them to be in a fire truck that has no air conditioning in fire situations.
- I'm definitely on the fence

Vice Mayor Gurney commented as follows:

- So this discussion is pointing out to me an overarching problem that we have
- The report I'm getting from I think four of you is there was an original subcommittee that had a lot of conversations that the subsequent subcommittee never knew about.
- That's a subcommittee creation continuing problem.

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- Where are the notes and why wasn't handed off?
- Just saying, as an example, our subcommittee history is going to need to be reviewed.
- I think the point is one of timing.
- I don't know how long the consultant is going to take.
- I don't know how long to come in and advise us about the fire department, but it's going to be months. A RFP is going to take three months or something.
- We are looking at an extended fire season.
- You know, we have already made it through may without a fire so far through June
- But we're looking for fires, maybe all the way into December, maybe throughout the whole year, if this drought continues.
- I think the safety of our firefighters is important.
- We might as well run these two parallel tracks and see what comes in first.
- Because if we don't run the track of getting the RFP out on the fire engine with the air conditioning, and we have major fires in the next moment, we're going to be really sorry, and we know there's going to be repeat calls. It's just part of our future.
- I think fire season is compelling us to make this decision and we run both those tracks and see where, you know, what we're led to.
- I would support setting aside the money at this time and moving forward on both issues we made as the number one priority.

Mayor Glass commented as follows:

- I was compelled to agree that given our fire circumstances
- No matter what our consultant comes back and says about how we're going to structure our fire department in the future, what that holds, , I just can't see sending them out there without saying we're going to make an effort to get a fire truck without an air conditioner.
- I'm hoping that we can go out there and start dialing for low dollars to call up all those fire truck dealers and get the best deal we can get and not get the silver plated one but get something that's going to do the job and that has the most competitive price we can get.
- I think we need to do that sooner rather than later, because this is certainly a very, very, very bad fire year.
- The other thing that nobody brought up was that Cal OES has been compensating us for use of the truck.
- Last year Cal OES or Cal fire reimbursed us \$205,000.
- We're kind of getting funded to buy it in some ways although there's other expenses associated with this, as well.
- I just think it's a necessity for the safety of our firemen.
- It's one I'm sure hoping it's less than \$80,000 this year.

Councilmember Slayter commented is this a purchase total or is this if this budget item is approved, the city will be financing debt service for a number of years forward without knowledge of what it at this moment?

Mayor Glass commented as follows:

- The idea was it was a financed purchase
- I think we should put a place holder in the budget, and that when the bids come back, the entire Council would see the bids

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- That will give the fire subcommittee the confidence to feel like we're doing something that makes sense, and hopefully everybody will be feeling like they're fully informed.
- I would just ask that we get the quotes for the financing and purchase first.

Director Kwong commented as follows:

- I think what Councilmember Slayter is asking is that if we approve this, we are making a commitment, this is a loan
- Let's just say for the sake of discussion, if it's an \$80,000 annual payment and it's four years, then you are making that commitment.
- Mayor Glass commented we are putting a place holder in to get RFPs on a replacement fire engine, which will have to come back to Council for review of how we buy it or lease it or what the determines are, et cetera. This is just a place holder.

Councilmember Slayter commented as follows:

- As long as the two tracks can exist in a parallel way, as suggested by the Vice Mayor, I think that works for me
- My stated hesitation was just illuminated by the administrative services director, a little bit of uncertainty as the process.
- I mean, are we looking at buying an \$80,000 truck or a \$500,000 truck that gets financed?
- There's a lot of air space between those two figures.

Councilmember Hinton commented as follows:

- My understanding is this truck, with the research we did on budget subcommittee, is in the range of \$300,000 to \$325,000.
- As Mayor Glass pointed out, we took in \$205,000 last year.
- So we're place holding \$80,000.
- Then the rest is in the vehicle replacement fund.
- So in a year and a half, we could have it paid off based on what we've been doing, if we wanted to.
- That's probably not the best use of our money or the way to spend our money.

Mayor Glass commented as follows:

- Cal fire is reimbursing us for the use of the truck every time there ask a wildfire.
- So we brought in over \$200,000 in reimbursement for use last year.
- If we assume there's going to be a wild land fire this year, we'll probably get more money from Cal fire.

Councilmember Rich commented as follows:

- I looked at the budget and understand that we receive \$205,000.
- Is the assumption that this wildlife fire truck will be funded by \$205,000 reimbursement that we have received plus \$80,000 that we're setting aside?

Mayor Glass commented it's not a direct funding, but we're receiving income to compensate us for how much we're spending on it.

Councilmember Rich commented putting out a RFP and bringing it back to the Council to see what we do it sounds like a good plan, because I expect all of these questions will be sorted out in that process.

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The Council was in consensus to set aside the place holder of \$80,000,

Mayor Glass re-opened the public hearing.

Kyle Falbo commented as follows:

- I'm really interested in the capital improvement project scheduled for this meeting.
- I haven't had the chance to review the materials, but if you could give me a quick update, that would make my research that much easier.

Mayor Glass commented as follows:

- We reviewed the CIP and we did not take final action on that.
- The entire CIP is the list of what we considered is in the staff report and at this point, even though we have not passed it, everybody was amenable to the list of items presented by Toni Bertolero, who is our consultant on the cip.

Hearing no further comments, Mayor Glass closed the public hearing.

Council Discussion and/or Deliberations:

There was no further discussion.

**MOTION:**

Councilmember Slayter moved and Vice Mayor Gurney seconded the motion to Adopt a Resolution entitled: A Resolution of the City Council of the City of Sebastopol approving interim expenditures prior to adoption of the budget for fiscal year 2021-22.

Discussion:

Councilmember Rich commented as follows:

- I'm just hoping before we close up here that we could have a quick list of the items we did not get to tonight.
- Just so we understand where we are, and if you want to itemize those for us, that's great, mayor glass.
- I would ask that -- to me it looks like number 9, 10, and 12 from the last meeting.
- And I would just like to remind us to add, if you wouldn't mind, the \$50,000 for the sewer lateral revolving fund.
- I would like to make sure we don't lose track of that.

Mayor Glass recapped the budget items not discussed:

- Map your neighborhood
- Pension Reserve
- \$15000 for staffing for Administrative Services Department
- \$50000 for sewer lateral

Councilmember Slayter discussed the typo in the resolution and withdrew the motion and Vice Mayor Gurney withdrew her second.

**MOTION:**

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Councilmember Slayter moved and Vice Mayor Gurney seconded the motion to Adopt a Resolution entitled: A Resolution of the City Council of the City of Sebastopol approving interim expenditures prior to adoption of the budget for fiscal year 2021-22.

Mayor Glass called for a roll call vote. City staff conducted a roll call vote.

VOTE:

Ayes: Councilmembers Hinton, Rich, Slayter, Vice Mayor Gurney and Mayor Glass

Noes: None

Absent: None

Abstain: None

**City Council Action:** Approved Resolution entitled: A Resolution of the City Council of the City of Sebastopol approving interim expenditures prior to adoption of the budget for fiscal year 2021-22.

**Minute Order Number:** 2021-137

**Resolution Number:** 6355-2021

**MOTION:**

Councilmember Slayter moved and Vice Mayor Gurney seconded the motion to continue the final CIP to the July 6<sup>th</sup> City Council Meeting,

Mayor Glass called for a roll call vote. City staff conducted a roll call vote.

VOTE:

Ayes: Councilmembers Hinton, Rich, Slayter, Vice Mayor Gurney and Mayor Glass

Noes: None

Absent: None

Abstain: None

**City Council Action:** Continued the final CIP to the July 6th City Council Meeting,

**Minute Order Number:** 2021-136

**ADJOURNMENT OF CITY COUNCIL SPECIAL MEETING**

Meeting will be adjourned to the City Council Regular Meeting of June 21<sup>st</sup> 2021 Special City Council Meeting at 6:00 pm. (VIRTUAL ZOOM PLATFORM)

**ADJOURNMENT OF CITY COUNCIL REGULAR MEETING**

Mayor Glass adjourned the meeting at 10:24 pm.

Respectfully Submitted:

Mary C. Gourley  
Assistant City Manager/City Clerk, MMC