

## Budget Committee April 28, 2025, Action Minutes

1. April 14, 2025 Action Minutes Meeting Document – Received.
2. FY25-26 Budget Review:
  - a. Indirect Cost Allocation Plan – FY25-26 Annual Update. Received the Clearsource Consultant summary of the updated plan and for FY25-26, the City used these outcomes to budget expenditures for Fund 500 Water and Fund 510 Wastewater, resulting in an additional \$34,000 allocated to Enterprise funds for administrative costs in the General Fund for central management and support services.
  - b. Community Center Budget: Reviewed and accepted as proposed, with the exception that staff will discuss with the Community Center how to handle the cost of replacing the speaker, as it is community center equipment. Councilmembers wanted to see the condition of the carpet and chairs.  
Senior Center Budget: Reviewed with changes. The building appraisal was removed, and it was suggested to obtain three quotes for the rain gutter replacement.  
Ives Pool Budget: Reviewed and accepted as proposed.
  - c. Water and Wastewater Budget: Reviewed with comments to clarify the design for the Well 4 replacement project. Additionally, "VFD" in the wastewater budget should be spelled out as "Variable Frequency Drive."
  - d. Citywide Overall Budget: Reviewed with the following revisions.
    - i. Revenue: The proposed revenue for Measure U is budgeted with funding through December 2025, receiving a full ½ cent. The second half of the fiscal year is pending the state attorney general's decision, and is not included in the budget.
    - ii. Building, Facilities and Infrastructure Reserve Fund – A transfer from the general fund, resulting from Measure U, allocates 40% of sales tax proceeds toward street-related projects. The \$375K transfer into this reserve fund will be tracked for transparency, with updates provided to the Council and public. Public Works staff is obtaining three quotes for a fuel filling station upgrade, with a placeholder of \$60,000 in the budget. Additionally, funds are allocated for the Police Emergency Generator and electrical improvements to make the building EOC ready. Moreover, staff will identify funding sources to initiate citywide pavement and dig-out repairs for city roads.
    - iii. Equipment, Technology & Vehicle Reserve – The Police Department is proposed to receive two additional vehicles, estimated at \$180,000 for the upcoming budget.
    - iv. City Council Budget: Reviewed with the following revisions:
      1. Remove goal-setting consulting support of \$10,000.
      2. Remove \$24,700 allocated for California Cities conferences and travel and budget \$10,000 for City Council conference attendance next fiscal year, with a policy to be discussed by the full council on conference spending.
    - v. City Manager Budget: Reviewed with the following revisions:
      1. Remove performance evaluation facilitator \$10,000.
      2. Remove Management Review \$25,000.
      3. Remove Marin Sonoma Leadership Academy \$3,000.
      4. Remove Team Development/Building \$4,000.
      5. Remove coaching cost \$3,000.
    - vi. City Attorney Budget: Reviewed and accepted as proposed
    - vii. Assistant City Manager/City Clerk: Reviewed and accepted as proposed, with no changes from the last review. However, the election cost for FY24-25 has been adjusted, as the actual cost was half of the budgeted amount.
3. Q3 General Fund Update: No discussion was held. It will be revisited on the 4/29/25 agenda.

4. Standing Topics:
  - a. Fire Ad Hoc Committee – no action
  - b. Updating Long-term model - no action
  - c. Measure U: Status re: second ¼ cent – no discussion, no action
5. Future meeting schedules
  - a. April 29, 2025 starts 10:00AM – Continuation of April 28, 2025
6. Meeting Recap – Staff is sending out the action minutes for committee to weigh in.