Budget Committee November 17, 2025

Action Minutes of October 14, 2025

1. Approval of the Action Minutes Meeting Document from September 15, 2025, with no change.

2. Bodega Ave Phase 2 Project – The city is proceeding with Phase 2 of the Bodega Avenue Bike Lanes project, which will continue the bike lanes and repave the road between Nelson Way and Pleasant Hill Road. Bids will be opened on October 21. The project includes several bid alternates, including a retaining wall near the cemetery and additional paving which may be funded with local funds if the bids are favorable. The project has a total estimated cost of $2.2 million, with funding coming from Go Sonoma Grant and local matching funds from Measure M Road and Gas Tax SB1.

3. FY25-26 – Q1 Financial Update - The Budget Committee reviewed first-quarter revenue and expenditure data, noting that general fund revenue was currently at just 9% of the annual budget. This was attributed to the timing of property tax and sales tax collections. Expenditures were trending below the 25% mark of the annual budget, with some departments slightly above or below the 25% benchmark. This is normal due to non-uniform spending patterns and one-time payments, such as the annual unfunded pension payment made in July to secure a discount. Staff reviewed all line items and found no need for budget adjustments at this time. A more comprehensive review will occur at mid-year.

   Enterprise fund performance was also discussed. Additionally, they noted that the General & Administrative (G&A) Allocation should be consistently labeled across all sections. Staff agreed to revise the report to clearly label this section as the "Cost Allocation Plan."

   The committee emphasized the importance of consistency in reporting and requested that Q1 data from the previous year be added to both general fund and enterprise fund as well.

4. Informational - Update Current Cost Allocation Plan – This item addressed the methodology for achieving full-cost recovery to the general fund from enterprise funds, focusing on how administrative costs are distributed across departments and expressing a preference for using actual costs for the City Attorney. The conversation concluded with an agreement to revisit the methodology during the preparation of the 2026–2027 budget. However, it was noted that removing any administrative departments at this juncture would significantly impact the general fund. As a result, the current cost allocation plan will remain unchanged for now.

5. Update on Enterprise Fund Citizen Committee – The application period for this committee as follows:
   - Original deadline was September 23rd by 4 pm
   - Extended deadline until October 2nd by 4 pm
   - Extended deadline again until October 23rd by 4 pm
   - Currently have two completed applications

   In response to the limited turnout, staff will bring the item back to the City Council at the November 4 meeting to discuss potential revisions to the application criteria. The goal is to reassess the eligibility requirements and outreach strategy to encourage broader participation and ensure the committee is representative and well-supported.

6. Mobile Data Terminal (MDTs) Upgrade Cost – The meeting discussed the need to upgrade or replace 10 mobile data terminals (MDTs) due to outdated Windows 10 operating systems no longer receiving security updates. The department in discussion with Marin IT found a potential

temporary solution with a Microsoft security patch costing $30 per computer per year, but the department is awaiting confirmation from Marin IT on its feasibility. Three quotes were obtained for new or refurbished units:

- Rugged Books proposed refurbished units for $19,999.50 and labor not included.
- Marin IT proposed refurbished units for $15,614 with labor cost of additionally $6,100 for the grand total of $21,714 all inclusive.
- Code3Tech proposed new units for $42,420 and labor not included.

If the security patch is not viable, a budget amendment will be required to address the emergency safety issue of non-functional MDTs and the item can be on the City Council agenda without having to return to the Budget Committee for review.

7. Standing Topics – Verbal Report
    - Budget Related Items – No report out
    - Upcoming RFPs Issuance – staff will bring a list of potential RFPs issuance to the next Budget Committee meeting

8. Future meeting schedules
    - November 17, 2025 starting at 10AM
    - December 15, 2025 starting at 10AM

    Responsible Department: Administrative Services

9. Current Meeting Recap

    Responsible Department: Administrative Services

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