

**BUDGET/PERSONNEL  
COMMITTEE  
AGENDA PACKET**



**SAND CITY COUNCIL CHAMBERS  
THURSDAY, AUGUST 27, 2020  
1:00 P.M.**

**AGENDA**  
**BUDGET/PERSONNEL COMMITTEE**

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Thursday, August 27, 2020  
1:00 PM  
Sand City Council Chambers  
1 Pendergrass Way, Sand City, CA. 93955

**THIS MEETING WILL BE HELD VIRTUALLY AND IS COMPLIANT WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT**

**TO PARTICIPATE IN THE ZOOM BUDGET/PERSONNEL COMMITTEE LIVE:**  
**<https://us02web.zoom.us/j/81467815895>**  
**Meeting ID: 814 6781 5895#**

**To participate telephonically by calling the number below: (669) 900-6833**  
**Meeting ID: 814 6781 5895# If prompted to enter a participant ID, press #.**

**How to submit written Public Comments:**

If any member of the public would like to provide written comments at the meeting, please do as set forth below.

Written: All comments received before 8:00 am the day of the meeting will be posted on the City's website as "Correspondence" under the relevant agenda item and provided to the Committee members at the meeting. Please email your comments to [aaron@sandcityca.org](mailto:aaron@sandcityca.org).

Read Aloud During the Meeting: If you want your comment read aloud, prominently write "Read Aloud at Meeting" at the top of the email and your comments will be read into the record (not to exceed three minutes at staff's cadence).

DURING EACH MEETING members of the public may participate by calling and speaking live during the designated public comment period/time(s), subject to time limits that may be imposed pursuant to the Brown Act at the number provided above.

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- 1. CALL TO ORDER**
  - 2. ROLL CALL**
  - 3. COMMUNICATIONS**

Members of the Public may address the Budget/Personnel Committee on matters not appearing on the Budget/Personnel Committee Agenda at this time for up to three minutes. In order that the Budget/Personnel Committee Secretary may later identify the speaker in the minutes of the meeting, it is helpful if the speakers state their names. Public

comments regarding items on the scheduled agenda will be heard at the time the item is being considered by the Budget/Personnel Committee.

#### **4. ORDER OF BUSINESS**

- a. Approval of Sand City Budget/Personnel Committee Meeting Minutes, May 21, 2020

#### **5. CLOSED SESSION**

- a. Budget/Personnel Committee to adjourn to Closed Session regarding:

- 1) Conference with Labor Negotiator (Cal.Gov.Code §54957.6)  
Agency Negotiator: Aaron Blair, City Manager  
Position: City Attorney
  - 2) Conference with Labor Negotiator (Cal.Gov.Code §54957.6)  
Agency Negotiator: Aaron Blair, City Manager  
Unrepresented Employees: Miscellaneous positions: Chief of Police, City Planner, Public Works Foreman, Maintenance Worker III, Finance/HR Specialist, City Clerk, Administrative Assistant, Records Coordinator, and Maintenance Worker II.
  - 3) Public Employee Performance Evaluation (Cal.Gov.Code §54957)  
Agency Negotiator: Aaron Blair, City Manager  
Unrepresented Employees: Miscellaneous positions: Chief of Police, City Planner, Public Works Foreman, Maintenance Worker III, Finance/HR Specialist, Acting City Clerk, Administrative Assistant, Records Coordinator, and Maintenance Worker II.
  - 4) Public Employee Appointment (Cal.Gov.Code §54957)  
Position: City Clerk
- b. Re-adjourn to Open Session to report any action taken at the conclusion of Closed Session in accordance with Cal.Gov.Code §54957.1.

#### **6. ADJOURNMENT**

This is intended to be a draft agenda. The City reserves the right to add or delete to this agenda as required.

If you have a request for a disability-related modification or accommodation, including auxiliary aids or services, which will allow you to participate in a Sand City public meeting, please call the City Clerk at (831) 394-3054 extension 222, or give your written request to the City Clerk at One Pendergrass Way, Sand City, CA 93955 at least 12 hours prior to the scheduled meeting to allow the City Clerk time to arrange for the requested modification or accommodation.

**Budget/Personnel  
Committee**

**AGENDA ITEM**

**4a**

**MINUTES**  
**BUDGET/PERSONNEL COMMITTEE**

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Thursday May 21, 2020  
11:30 A.M.  
Sand City Council Chambers  
1 Pendergrass Way, Sand City, CA 93955

As allowed per the State of California Governor's Executive Order N-29-20,  
this meeting was conducted by teleconference.

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**Agenda Items 1, CALL TO ORDER**

Committee Member Carbone called the meeting to order at 11:35 p.m.

**Agenda Item 2, ROLL CALL**

Members Present:   Committee Member Mary Ann Carbone  
                          Committee Member Kim Cruz  
                          Staff Member Aaron Blair  
                          Staff Member Connie Horca

Guest:                Police Chief Brian Ferrante  
                          City Attorney Vibeke Norgaard  
                          Finance Analyst Devon Lazzarino  
                          City Planner Charles Pooler

**Agenda Item 3, COMMUNICATIONS**

12:37 p.m. Committee Member Carbone opened the floor for public comment.

There were no comments from the Public in person, via writing or through telecommunications.

12:37 p.m. Committee Member Carbone closed the floor for public comment.

**Agenda item 4, NEW BUSINESS**

**a.   Approval of May 8, 2020 Sand City Budget/Personnel Committee Meeting Minutes**

There was no discussion regarding the May 8, 2020

## Budget/Personnel Committee Meeting Minutes.

Motion to approve the May 8, 2020 Sand City Budget/Personnel Committee Meeting Minutes was made by Committee Member Cruz, seconded by Committee Member Carbone. There was consensus of the Budget/Personnel Committee to approve the May 8, 2020 minutes.

### **b. Review and Discussion of Fiscal Year 2020-21 Budget**

Staff Member Blair reported on the draft fiscal year 2020-21 budget and indicated that the highlighted items appearing in yellow were the amounts that reflected changes to the proposed budget and were based on discussions held at the May 19, 2020 Council meeting. He reviewed the proposed revenues and pointed out that the sales/use and transactions amounts reflect a 20% decrease based on projections from HdL. Slight increases were reflected on the LAIF and TVI CD interest accounts. Figures were also adjusted for the Special Project Revenues account for the South of Tioga project as well as the Cal-Trans Sustainable Grant.

In reviewing City expenditures, the Public Safety Department reflected several increases due to salaries as part of the adopted MOU, cash outs-PTO accruals, health benefits, PERS retirement, education benefits, and reserve salaries due to additional coverage. The NGEN radio system maintenance is paid annually and adjusted for the projected costs.

There was also a slight decrease in the Community Outreach Department for the West End Celebration. Staff left the amount allocated for the event in the budget and if the event should incur further expenses, it will need to be covered through additional sponsorships.

The Committee further discussed the allocation of \$15,000 for the habitat preserve maintenance as it is an obligation for the City to maintain the area. Staff Member Blair noted that he will discuss with City Staff on how to address the habitat maintenance at the upcoming staff meeting.

Staff Member Cruz expressed her appreciation to the City Manager for his thoroughness in explaining the proposed fiscal year 2020-21 budget, and for providing a hardline amount on several line items.

Staff Member Blair concluded that the proposed budget summary looks positive and will continue to work with Staff to implement additional savings.

**c. Discussion of Capital Improvement Plan and Survey Results of CIP Priorities**

Staff Member Blair reviewed the Capital Improvement Plan with the Budget Committee and reported on the results of the responses he received from a few Council Members who had provided their ranking on capital improvement projects which they deemed a priority. He reported that the poll ranked the WestEnd Stormwater Improvement Projects on Contra Costa and Catalina Streets, the Pavement Management Program, Street Sweeper Purchase and Disposition and the Habitat Preserve as the projects that ranked the highest.

The Committee discussed several items that need to be pulled out of the capital improvement plan such as the parking program and special projects, and to incorporate them into the Proposed Fiscal Year 2020-21 Budget.

The Committee agreed that any capital improvement project that was tied to a grant, life safety, and/or economic development would be a priority. Staff Member Blair commented that he will make the changes to the capital improvement plan, adjust the ranking of projects by priority, and bring to the Council along with the Proposed Fiscal Year 2020-21 Budget for ratification and approval.

**d. Discussion of Employee Evaluation Forms**

City Attorney Norgaard commented that the Council directed Staff to seek some examples of City manager performance evaluations. The first sample performance evaluation was provided by Paul Kimura of Avery and Associates, and the other was from the City Manager's website.

The Committee discussed the sample performance evaluations provided and made suggestions on what they would like the evaluation forms to contain and decided that the second option was acceptable with a few additions to include a brief narrative of comments. Staff Member Norgaard was directed to send out the Performance Evaluation forms to the City Council and completed responses will be forwarded to the Mayor. The results of the evaluations will be brought to the City Council during a closed session meeting.

## **Agenda Item 5, ADJOURNMENT**

Motion to adjourn the Budget/Personnel Committee meeting was made by Committee Member Cruz, seconded by Committee Member Carbone. There was consensus of the Budget Committee members to adjourn the meeting at 12:27 p.m.

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Connie Horca, B/P Committee Clerk