

REGULAR MEETING

THURSDAY, JANUARY 14, 2021, 5:30 P.M.
VIA ZOOM TELECONFERENCE

**CITY OF FAIRFIELD
BUDGET ADVISORY COMMITTEE**

PURSUANT TO GOVERNOR NEWSOM’S EXECUTIVE ORDER N-29-20, MEMBERS AND STAFF WILL PARTICIPATE IN THIS MEETING VIA TELECONFERENCE. MEMBERS OF THE PUBLIC MAY ATTEND THE MEETING ON ZOOM.

Please click the link below to join the webinar:

<https://fairfieldca.zoom.us/j/96988757406?pwd=Wk8vWkllYXV0Zk00RkpqeVhzZTBSUT09>

Passcode: 7074287400

Or Telephone: Dial +1 669 900 6833

Webinar ID: 969 8875 7406 Passcode: 7074287400

AGENDA

CALL TO ORDER

5:30 p.m.

ROLL CALL

Chair George Kennedy
Vice-Chair Edward Hawthorne
Member Andrew Obando
Member Frances McCullough
Member Jose McNeill
Member Karl Dumas
Member Mari Bowie
Member Michael Brito
Member Muriel Clemente
Member Sabine Goerke-Shrode
Member Tehraleigh Martin

MEMBER REPORTS

PUBLIC COMMENTS

Speakers may address items on this agenda at the time each item is considered. Under PUBLIC COMMENTS, the public may speak on items not on the agenda but within the jurisdiction of the Budget Advisory Committee, provided that NO action may be taken on off-agenda items except as authorized by law. Off-agenda items from the public will be taken under consideration without discussion by the committee and may be referred to staff. Public comments can be made during the meeting via Zoom. Please use the “raise your hand” feature or press *9 on your phone to request to speak. You will have three minutes to speak. Members of the public wishing to submit their comments via email can email

aalexander@fairfield.ca.gov. These comments will be forwarded to members for review but will not be read aloud during the meeting.

CONSENT CALENDAR

1. Approval of Meeting Minutes from December 10, 2020

NEW BUSINESS

2. Sub-Committee Reports
3. Introduce Documentation for Committee Reports
4. Set Next Meeting Date

ADJOURN

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Fairfield to all or a majority of the Budget Advisory Committee less than 72 hours prior to that meeting are available for public inspection at City Hall, in the 4th floor lobby, 1000 Webster Street, Fairfield, California during normal business hours.

The City of Fairfield offers its public programs, services and meetings in a manner that is reasonably accessible to everyone, including individuals with disabilities. City publications will be made available upon request in the appropriate format to persons with a disability. If you need an accommodation to attend or participate in this meeting due to a disability, please contact Amber Alexander, Deputy City Clerk, at least 72 hours in advance of the meeting at (707) 428-7402. For individuals with hearing or speaking limitations, dial 711 or (800) 735-2922 (English), (800) 855-3000 (Spanish) and provide the communication assistant with the following City phone number: (707) 399-4010.

PUBLIC NOTIFICATION

I, Amber Alexander, Deputy City Clerk, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Budget Advisory Committee, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 1000 Webster Street, California on Monday, January 11, 2021.



Amber Alexander
Deputy City Clerk

January 11, 2021

Date

REGULAR MEETING

**THURSDAY, DECEMBER 10, 2020, 5:30 P.M.
VIA ZOOM TELECONFERENCE**

**CITY OF FAIRFIELD
BUDGET ADVISORY COMMITTEE**

MINUTES

CALL TO ORDER

Chair, George Kennedy called the meeting to order at 5:31 p.m.

ROLL CALL

Via teleconference, on roll call were Chair George Kennedy, Vice-Chair Edward Hawthorne, Member Frances McCullough, Member Jose McNeill, Member Karl Dumas, Member Mari Bowie, Member Michael Brito, Member Muriel Clemente, Member Sabine Goerke-Shrode, Member Tehraleigh Martin. Member Andrew Obando was absent. Also attending the meeting were Director of Finance, Emily Combs, Budget Manager, Bryan Chua, and Deputy City Clerk Amber Alexander.

MEMBER REPORTS

Chair George Kennedy reported that he is looking forward to working with everyone and for the work that is to be done.

Member Frances McCullough had no report.

Member Jose McNeill reported that he is also looking forward to working on the budget.

Member Karl Dumas had no report.

Member Mari Bowie had no report.

Member Michael Brito had no report.

Member Muriel Clemente reported that she has done some community outreach and will return with her results at a later date.

Member Sabine Goerke-Shrode had no report.

Member Tehraleigh Martin had no report.

Deputy City Clerk Amber Alexander had no report.

Director of Finance, Emily Combs reported that Bryan has prepared a presentation on discretionary funds for the committee.

Budget Manager, Bryan Chua reported that he is will be giving a report today on discretionary funds.

PUBLIC COMMENTS

There were no public comments received.

CONSENT CALENDAR

1. Approval of Meeting Minutes from November 19, 2020.

Member Jose McNeill made a motion to approve the minutes as presented, Member Muriel Clemente seconded the motion. The motion passed unanimously by roll call vote.

CONTINUED BUSINESS

2. Discussion of Committee Goals

Budget Manager, Bryan Chua gave a presentation on the revenue and spending of discretionary funds within the general fund budget.

Member Karl Dumas summarized the committee directives from Resolution 2020-151. He proposed a mission statement for the group. After group discussion a new mission statement was agreed to be, "Provide fiscal decision-making advice to the Fairfield City Council in relation to the budgets and establish methods for public participation and improved transparency into fiscal decision making for the upcoming budgets."

Member Frances McCullough made a motion to approve the mission statement, Member Michael Brito seconded the motion. By roll call vote the motion carried unanimously.

NEW BUSINESS

3. Subcommittee Assignments (attached)

Chair George Kennedy presented four subcommittees and summarized their purposes.

Members gave their preferred subcommittee placements.

4. Set Next Meeting Date

Member Muriel Clemente made a motion for meetings to be held on the second Thursday of each month at 5:30 p.m. Member Frances McCullough seconded the motion. By roll call vote the motion passed with members Jose McNeill and Michael Brito absent.

Chair, George Kennedy, adjourned the meeting at 6:51 p.m. to January 14, 2021 at 5:30 p.m. via teleconference.

Amber Alexander
Deputy City Clerk

George Kennedy
Chair

Subcommittee Descriptions and Assignments

- 1. Fiscal Budget, Goals and Objectives Committee:** This Committee would look at what the Council goals and objectives were and Work Plan that led to the adoption of the fiscal year 2020-2021 budget. The Committee would also look at how changing the goals and objectives and Work Plan could guide fiscal health of City and the upcoming fiscal year 2021-2022 budget. How should Community Policing be reflected in budget, etc. This Committee could also look at the City's General Fund reserves and what the appropriate percentage of funding should be for fiscal health. Also involved would be to look into the General Fund for Seniors, Parks and Recreation, Administration, Community Development and others that the sub-committee sees fit.
- 2. Transparency & Accountability Committee:** Committee examines suggestions on how to improve transparency. How to get more public participation into budget formation. The "Participatory Budget" information Jose McNeill emailed about Vallejo would be an example of the work this Committee would explore. **Participatory Budget Project.** This would be to examine and make a recommendation on proposing to the Mayor and Council to see if there are some items that the PBP could be used. Example; CDBG funding. This is really something for future use in later budgets.
- 3. Enterprise Fund Committee:** Investigate the Enterprise funds part of the budget to see where funding can possibly be moved with the Golf Courses paid off in next year's budget. Make recommendations for future expenditures. Develop a Cannabis plan on how the City can effectively use the revenues to support Homelessness, extent of help with Mental Health, recreation and other healthy options to make Fairfield a healthier City.
- 4. Comparison Budget Committee.** Looking at other Cities in CA with a comparable population to Fairfield. Using Concord, Thousand Oaks, Murrieta, Carlsbad, Antioch, Santa Maria and Vacaville.

Assignments

1. Fiscal Budget, Goals and Objectives Committee

Frances McCullough
Muriel Clemente
Andrew Obando

2. Transparency & Accountability Committee

Karl Dumas Chairman
Mari Bowie
Michael Brito

3. Enterprise Fund Committee

Jose McNeil, Chair
Sabine Georke-Shrode
Tehrleigh Martin

4. Comparison Budget Committee

Ed Hawthorne, Chair
Michael Brito
Tehrleigh Martin

Budget Advisory Committee Sub-Committee Report

Committee Name:

Committee Charge:

Committee Members		
Name	Phone No	Location

Key Focus Areas	Description

Key Findings	Recommended Action

Additional Assumptions or Suggestion:

- 1.
- 2.
- 3.

Accomplishments and conclusion:

- 1.
- 2.
- 3.

BUDGET ADVISORY COMMITTEE

DRAFT

COMMITTEE
FINAL REPORT

JUNE XX, 2021

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TOPICS TO BE COVERED

- **Committee Charge & Assumptions**
- **Committee Members**
- **Sub-Committees**
- **Data Used**
- **Key Observations**
- **Recommendations**
- **Q & A**
- **Move to Accept Report**

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COMMITTEE CHARGE & ASSUMPTIONS

- Advise the City Council regarding the expenditures, revenues, and financial policies in relation to the 2020-2021 Budget.
- The Committee shall report to the City Council on topics deemed important to the fiscal health of the City, encouraging public participation and input into fiscal decision making, and improving the transparency and accountability of City fiscal information and decision making. The Committee shall perform duties assigned to it by the City Council and review any fiscally related goals and objectives of the City Council. The Committee shall have such other functions as may be directed by the City Council.

COMMITTEE MEMBERS

- George Kennedy (Committee Chair)
- Edward Hawthorne (Vice-Chair)
- Andrew Obando
- Frances McCullough
- Jose McNeill
- Karl Dumas
- Mari Bowie
- Michael Brito
- Muriel Clemente
- Sabine Goerke-Shrode
- Tehraleigh Martin

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STATISTICS AND REFERENCES

- COF Operating Budget
- List all reference materials used



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FINDINGS GOOD NEWS

- List any good news we found our...things that are going well.

FINDINGS OPPORTUNITIES

- **List key areas of opportunity and/or improvement**

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RECOMMENDATIONS

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Key Recommendations

- List all recommendations



DISCUSSION

- Q&A
- Move to accept report
- Next Steps

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APPENDIX:

- Any supplemental data

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THANK YOU

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