

**REGULAR MEETING**

**THURSDAY, NOVEMBER 19, 2020, 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.**

**Join Zoom Meeting**

**<https://fairfieldca.zoom.us/j/95232837856?pwd=bnJnWE5GcUZnK1FJWXN4Ti82SGFqQT09>**

**Meeting ID: 952 3283 7856**

**Passcode: 8ff&kP6D**

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**Find your local number: <https://fairfieldca.zoom.us/u/adjBhWwslw>**

**AGENDA**

**CALL TO ORDER**

5:30 p.m.

**ROLL CALL**

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

**PROCESS FOR 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 Board and may be referred to staff. Comments will be accepted by email at [aalexander@fairfield.ca.gov](mailto:aalexander@fairfield.ca.gov) before and during the meeting. Identify your name, the item you wish to comment on, and the date of the meeting. All comments received prior to the start of an item will be read aloud for up to four minutes.**

**PUBLIC COMMENTS**

**NEW BUSINESS**

1. Introduction of New Budget Advisory Committee Members and Staff
2. Committee Overview (Attachments: Resolution 2020-151)
3. Committee Goals
4. Election of Chair and Vice-Chair
5. 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 4<sup>th</sup> 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 Thursday, November 12, 2020.



\_\_\_\_\_  
Amber Alexander  
Deputy City Clerk

November 12, 2020

Date

CITY OF FAIRFIELD

RESOLUTION NO. 2020-151

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIRFIELD ESTABLISHING THE BUDGET ADVISORY COMMITTEE TO ADVISE THE CITY COUNCIL ON EXPENDITURES, REVENUES, AND FINANCIAL POLICIES, AND SETTING FORTH TERMS, GUIDELINES, AND DUTIES OF THE COMMITTEE

WHEREAS, the City Council encourages public participation and input into fiscal decision making, and improving the transparency and accountability of City fiscal information and decision making; and

WHEREAS, the City Council desires to form the Budget Advisory Committee, and establish terms, guidelines and duties for the Budget Advisory Committee.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF FAIRFIELD HEREBY RESOLVES:

Section 1. The committee shall perform duties assigned to it by the City Council and review any fiscally related goals and objectives of the City Council, along with other functions as may be directed by the City Council, and will advise the City Council regarding expenditures, revenues, and financial policies in relation to the 2020-2021 budget.

Section 4. The City Council hereby approves the Budget Advisory Committee Terms, Guidelines, and Duties, set forth in Exhibit A, attached hereto.

PASSED AND ADOPTED this 4th day of August, 2020, by the following vote:

AYES: COUNCILMEMBERS: PRICE / BERTANI / MOY / TIMM / VACCARO

NOES: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: NONE

ABSTAIN: COUNCILMEMBERS: NONE

Handwritten signature of Mayor Tony Price over a horizontal line, with the word MAYOR printed below.

ATTEST:

Handwritten signature of the City Clerk over a horizontal line, with the text CITY CLERK printed below.

**BUDGET ADVISORY COMMITTEE 2020-2021**  
**Terms, Guidelines, and Duties**

1. Purpose
  - a. The Budget Advisory Committee advises the City Council on expenditures, revenues, and financial policies
2. Length
  - a. The committee shall end June 30, 2021 with the end of the fiscal year 2020-2021 budget
3. Purpose
  - a. Advising the City Council regarding the expenditures, revenues, and financial policies in relation to the 2020-2021 Budget
  - b. The committee shall report to 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 objective of the City Council. The Committee shall have such other functions as may be directed by the City Council.
4. Member Information
  - a. The committee shall have 11 community members
  - b. As much as possible, the committee shall be composed of a variety of ages ranging from 18 and older and shall reflect the geographical diversity of the City of Fairfield.
5. Member Requirements
  - a. Members must be residents of the City of Fairfield or have a business interest in the City.
  - b. A basic understanding of how a budget works is required.
  - c. Those with professional, community, or volunteer experience are preferred.
6. Member Term
  - a. Term will be to June 30, 2021, the end of fiscal year 2020-2021.
7. Expectations
  - a. The committee members shall receive no salary for serving.
  - b. The committee shall report to the City Council their findings quarterly, or as needed.
  - c. The committee shall meet at least once a month.
8. Appointment Process
  - a. There will be an application period and process ran by the Deputy City Clerk.
  - b. A special subcommittee is formed for the appointment of members to the Budget Advisory Committee (the "Subcommittee"). The Deputy City Clerk will coordinate with the Subcommittee. The Subcommittee will be comprised of Vice-Mayor

Bertani and Councilmember Timm, which will interview and select from the applicant pool maintained by the Deputy City Clerk.

- c. The Subcommittee shall recommend applicants to the Mayor.
  - d. The Mayor shall make the appointment from the recommended applicants by the Subcommittee. If none of the recommended applicants are acceptable to the Mayor, the Subcommittee shall recommend additional applicants until an appointment is made by the Mayor, which shall be subject to the final approval of the full Council.
9. Staff Liaison and Support
- a. The Finance Department will delegate staff to serve as the liaison.
  - b. City Manager will delegate a staff member for the agenda and minutes preparation.
  - c. City Manager will delegate staff as needed to support the committee.