

## PIEDMONT CITY COUNCIL

Special and Regular Meeting Minutes for Monday, October 19, 2020

Special and Regular Sessions of the Piedmont City Council were held October 19, 2020, via teleconference, consistent with Executive Orders N-25-20 and N-29-20 and the Alameda County Health Official's Order #20-04. In accordance with Government Code Section 54957(b), the agenda for this meeting was posted for public inspection on October 15, 2020.

### CALL TO ORDER

Mayor Bob McBain called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

### ROLL CALL

Present: Mayor Bob McBain, Vice Mayor Teddy Gray King, and Councilmembers Jennifer Cavanaugh and Betsy Smegal Andersen

Absent: Councilmember Tim Rood

Staff: City Administrator Sara Lillevand, City Attorney Michelle Marchetta Kenyon, Police Chief Jeremy Bowers, Public Works Director Chester Nakahara, Planning & Building Director Kevin Jackson, Recreation Director Chelle Putzer, Finance Director Michael Szczech, Planning Technician Ignacio Franco, CivicSpark Fellow Nate Redinbo, and Assistant City Administrator / City Clerk John Tulloch

### PUBLIC FORUM

There was no **Public Testimony**.

### CEREMONIAL ITEMS

Planning & Building Director Kevin Jackson introduced Planning Technician Ignacio Franco and CivicSpark Fellow Nate Redinbo.

Councilmembers welcomed Mr. Franco and Mr. Redinbo to Piedmont.

### REGULAR AGENDA

The Council considered the following items of regular business:

#### **Council Meeting Minutes**

Approval of Meeting Minutes for 09/30/2020 and 10/05/2020

There was no **Public Testimony** on the matter.

#### **Resolution No. 79-2020**

RESOLVED, that the City Council approves the City Council meeting minutes of September 30, 2020 and October 5, 2020.

Moved by King, Seconded by Andersen

Ayes: Andersen, Cavanaugh, King, McBain

Noes: None

Absent: Rood

#### **FY 2019-2020 Year-End Appropriations, Adjustments & Carryforwards**

Finance Director Michael Szczech reported FY 2019-20 General Fund revenue exceeded budget by \$77,000 while General Fund expenditures were lower than budget by \$1.4 million. He noted budget overages in property-related revenue, planning and building permit fees, and other taxes and fees were almost completely offset by a decline in recreation and facility rental revenue. Mr. Szczech advised that contract program expenses in the Recreation Department, health insurance premiums, and salaries were the main drivers of decreased expenditures.

Mr. Szczech stated the Public Works Department was the only department to exceed its budget primarily due to overages in city engineering, tree pruning,

janitorial (due to COVID-19), and utilities expense. He also reported that these expenses were partially offset by savings in personnel and equipment-related costs. He added that non-departmental expenses for workers' compensation insurance also exceeded budget because of higher than expected claims.

Mr. Szczech indicated the Planning & Building Department did not utilize all funds in its solid waste consultant services budget, and staff proposes to utilize the remaining funds to pay the current third-party provider to assist staff with transitioning the management of solid waste diversion programs from the provider to the new Sustainability Manager. The FY 2019-20 budget allocated funds in the Equipment Replacement Fund for the procurement and implementation of new software for the Recreation Department. Staff anticipates completing the project in the current fiscal year and requests remaining funds be carried forward to complete the project.

Mr. Szczech indicated that staff is recommending an increase in the FY 2019-2020 appropriation by \$56,574 for the Public Works Department and \$23,254 for workers' compensation insurance and to carryforward \$16,514 in the Planning & Building Department and \$32,750 in the Recreation Department.

There was no **Public Testimony** on the matter.

**Resolution No. 80-2020**

RESOLVED, that the City Council approves FY 2019-2020 year-end appropriations in the amounts of \$56,574 to the Public Works Department and \$23,254 to Workers' Compensation as well as carryforwards of \$16,514 in the Planning & Building Department in the General Fund and \$32,750 to the Recreation Department in the Equipment Replacement Fund as detailed in the staff report.

Moved by Cavanaugh, Seconded by King

Ayes: Andersen, Cavanaugh, King, McBain

Noes: None

Absent: Rood

(0165)

**FY 2019-2020 Year-End Fund Transfers**

City Administrator Lillevand indicated despite the economic uncertainty caused by COVID-19, the City completed FY 2019-20 with net income of slightly more than \$800,000 in the General Fund.

Finance Director Szczech reported net income after capital transfers was \$804,000 compared to a budgeted deficit of \$305,000. He discussed City's pension and other post employee benefits liabilities. He noted the restructuring of retiree health benefits, which will result in substantial savings in 15 years; the intention to use the over-funded legacy Police and Fire Pension Fund to satisfy the Other Post-Employment Benefits (OPEB) liability; and staff's belief that the overage in the Police and Fire Pension Fund will be sufficient to cover the OPEB liability by approximately 2030 and that no additional funding is needed at this time.

Mr. Szczech indicated at the end of FY 2019-20, the Facilities Maintenance Fund had a balance of \$6 million. He stated based on planned funding, the balance will be exhausted in five years; therefore, staff recommends a transfer of \$500,000 from the General Fund to the Facilities Maintenance Fund, which will leave the General Fund with an ending balance of \$5.6 million. He noted the ending balance will exceed the long range goal of 18%, but staff believes

retaining this amount in the General Fund is prudent due to the current uncertain economic environment.

There was no **Public Testimony** on the matter.

Councilmembers noted the Council's renewed focus on long-term planning and stewardship and appreciated the work and expertise of the Budget Advisory and Financial Planning Committee.

**Resolution No. 81-2020**

RESOLVED, that the City Council approves a FY 2019-2020 year-end fund transfer of \$500,000 from the General Fund to the Facilities Maintenance Fund.

Moved by Cavanaugh, Seconded by Andersen

Ayes: Andersen, Cavanaugh, King, McBain

Noes: None

Absent: Rood

(0165)

**Update on the Effects  
of the COVID-19  
Pandemic on  
Halloween**

City Administrator Lillevand reported Halloween events, gatherings, and parties with non-household members are not permitted unless they are conducted in compliance with local and state health orders. She reviewed the County Health Officer's list of prohibited activities and recommendations for low-risk activities to celebrate Halloween and Dia de los Muertos. She noted trick or treating is strongly discouraged as a high-risk activity.

Recreation Director Putzer provided details of the Recreation Department's Halloween Treasure Hunt and indicated the registration limit of 225 has been reached.

Councilmember Cavanaugh shared additional activities offered by the Girl Scouts and Boy Scouts.

There was no **Public Testimony** on the matter.

Councilmembers appreciated the Recreation Department's programs because they allow children to socialize with their peers while maintaining health protocols.  
(0440)

**REPORTS AND  
ANNOUNCEMENTS**

Vice Mayor King announced registration for the next session of the Recreation Department's programs will open during the week.

Councilmember Cavanaugh commended the Fire Department for providing assistance to the San Francisco Fire Department following the death of a firefighter and announced the Piedmont Racial Equity Campaign will host Coloring Outside the Red Lines on October 21<sup>st</sup>.

Councilmember Andersen announced online tennis reservations began October 19<sup>th</sup>; ACTIVE Net accountholders need to transfer their information to CommunityPass by November 10<sup>th</sup>; City tot lots and playgrounds are open; and the Police Department is wearing pink patches during October in honor of Breast Cancer Awareness Month.

Assistant City Administrator / City Clerk John Tulloch provided information regarding receipt and return of election ballots and voter registration.

**ADJOURNMENT**

There being no further business, Mayor McBain adjourned the meeting at 6:58 p.m.