



FISCAL SUSTAINABILITY TASK FORCE MEETING MINUTES

Wednesday, November 15, 2017 – 6:00 PM

City of Dublin
100 Civic Plaza, Dublin
Regional Meeting Room

Roll Call

PRESENT: Chih chi Chu, Dan Mendoza, George Zika, Jason Canapp, Jean Josey, Joe Washington (alt.), Kristian Reyes, Mathew Lopez (alt.), Mike Grant, and Ravi Banda (alt.)

ABSENT: None

1. Call to Order

Administrative Services Director Colleen Tribby called the meeting to order at 6:03 PM

2. Public Comment

Ms. Tribby called for Public Comments. – No comments were made.

3. Minutes of the Fiscal Sustainability Task Force Meeting of October 19, 2017

A motion was made by Member Jason Canapp and was seconded by Member Mike Grant to approve the minutes with the change of the document title from “AGENDA” to “MINUTES”. The Task Force Members unanimously approved the minutes.

4. Information Overview

Ms. Tribby provided an overview of the FY 2017-18 1st Quarter report that was presented to the City Council on November 7, 2017. In addition, Ms. Tribby provided a summary of the remaining information that was distributed to the Task Force Members.

5. Summary of Recommendations

Facilitator Greg Larson summarized each of the Task Force’s recommendations and members took a formal vote on items that should be included in the Task Force’s final report. All votes are documented in Attachment I.

6. Outline of Report

Facilitator Greg Larson provided the Task Force Members a draft outline of the final report that had been prepared by Task Force Member Mathew Lopez.

7. Future Schedule

This AGENDA is posted in accordance with Government Code Section 54954.2(a). *If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the City Clerk’s Office (925) 833-6650 at least 72 hours in advance of the meeting.*

Financial Analyst Jay Baksa provided the date for the final Task Force meeting of January 10, 2017, to review the final report prior to submission to the City Council.

8. Adjournment

The meeting was adjourned at 8:57 PM.

DRAFT

Recommendations Vote Tracking

DECISION POINT

(R-1) Increase Business License

RECOMMENDATION:

To not subsidize the Business License Fee, but continue pro-rating the fee through-out the year.

AMENDMENTS

None

MOTION: To approve recommendation as stated

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

Attachment I

DECISION POINT

(R-2) Increase Park Use Fees

RECOMMENDATION:

Parks and Community Services, excluding the Library, should reach a 65% cost recovery rate department wide, within 5 years.

AMENDMENTS

Change decision point title to read "Increase Park and Community Services Fee".

Change Recommendation to read "Parks and Community Services, excluding the Library, should reach at least a 65% cost recovery rate department wide, within 5 years.

MOTION: To add language

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

MOTION: To approve recommendation with additional language

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

Attachment I

DECISION POINT

(R-3) Increase Non-Resident Fees (Rentals and Programs)

RECOMMENDATION:

As part of decision point R-2 explore increasing Non-Resident rates

AMENDMENTS

Change recommendation to “Increase non-resident rates to levels comparable to neighboring cities”

MOTION: Approve with new language

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

Attachment I

DECISION POINT

(R-4) Increase overall cost recovery for City programs

RECOMMENDATION:

(1 of 2) Evaluate potential efficiencies at the Wave, once full costs and adjustments are understood.

(2 of 2) Consider revising/updating City's current User Fee Policy

AMENDMENTS

Change Recommendation to read "Evaluate potential efficiencies at the Wave, including outsourcing of operations, once full costs and adjustments are understood."

MOTION: Approve adding additional language

RESULT: (Fail)

Member Vote: 3-3-1

Total Vote: 3-5-2

AMENDMENTS

Change Recommendation to read "Evaluate potential efficiencies at the Wave, once full costs and adjustments are understood. If after several years, city subsidy continues to be 1 million or more, task force recommends looking into alternative management and operational models including outsourcing."

MOTION: Approve adding additional language

RESULT: (Pass)

Member Vote: 4-3

Total Vote: 5-3-2

MOTION: Approve recommendation (1 of 2) with additional language

RESULT: (Pass)

Member Vote: 4-2-1

Total Vote: 5-2-3

MOTION: Approve recommendation (2 of 2)

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

Attachment I

DECISION POINT

(R-5) Increase Commercial Growth

RECOMMENDATION:

“Continue economic development focused activities as detailed in the economic development strategy”

AMENDMENTS

Change Recommendation to read “Increase Economic Development resources to implement activities as detailed in the economic development strategy”.

MOTION: Approve recommendation with revised language

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

Attachment I

DECISION POINT

(R-6) – Increase Sales Tax

RECOMMENDATION:

Increase Sales Tax by ½% for an estimated increase in annual revenue of \$6.2 million.

Include Policy Statement “If a Sales Tax measure goes forward to the voters the ballot language should include the potential cuts that the City would have to make if the Sales Tax measure fails, and the impact of those cuts.”

AMENDMENTS

None

MOTION: Approve Recommendation of ½% Sales Tax increase

RESULT: (Pass)

Member Vote: 5-2

Total Vote: 7-3

MOTION: Approve policy statement as written

RESULT: (Pass)

Member Vote: 6-1

Total Vote: 9-1

DECISION POINT

(E-1) Address General Fund CIP's

RECOMMENDATION:

Policy Statement

(1 of 2) "The CIP planning process should include a specific discussion of the future General Fund obligations due to on-going operational costs of the CIP. Future CIP budget books will include an operational impact statement for all projects. Should a CIP project scope be revised, or should a new CIP be created at a time other than Budget, the Staff Report will include the operating impact statement."

(2 of 2) "As a general policy the General Fund should only be used to fund renovation CIPs, not new CIP's. Should it be determined that the General Fund will be used to fund in whole or part a new CIP, a statement of justification must be included in the project description, indicating why it is necessary to use General Fund."

AMENDMENTS

None

MOTION: Approve both policy statements as written

RESULT: (Pass)

Member Vote: 6-1

Total Vote: 9-1

DECISION POINT

(E-2) Decrease park maintenance costs (MCE contract)

RECOMMENDATION:

Policy Statement

“When considering contracts for services the City should make every effort to complete the full Request for Proposal/Qualification process, including where applicable comparing like services with the other Tri-Valley cities. In addition, contracts should include an annual review of the performance of the existing service provider.”

AMENDMENTS

Change decision title to remove Park and read as follows “Decrease maintenance costs (MCE contract)

Change Policy Statement to read ““When considering multi-year, maintenance contracts the City must complete the full Request for Proposal/Qualification process, including where applicable comparing like services with the other Tri-Valley cities. In addition, contracts should include a review of the performance of the existing service provider.”

MOTION: Incorporate amendments

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

MOTION: Approved policy statement and decision point title as amended

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

Attachment I

DECISION POINT

(E-4) Operational Efficiencies

RECOMMENDATION:

Reduce the General Fund operating budget by \$600,000 by 2022 (the first year of the deficit according to the most recent 10-Year Forecast).

AMENDMENTS

Change the decision point title to read “General Fund reductions exclusive of Public Safety and revenue generation”

Change Recommendation to read Reduce the General Fund operating budget by, at least, \$600,000 by (the first year of the deficit according to the most recent 10-Year Forecast).

MOTION: Accept changes.

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

MOTION: Approve recommendation as amended

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

Attachment I

DECISION POINT

(N-1) Downtown Renovations

RECOMMENDATION:

Continue to strategically use the Downtown Public Improvement Reserve to promote and improvement downtown businesses, as exemplified by work that has been undertaken on Village Parkway. Consider replenishing the reserve, as funds are used, during Year-End when unassigned fund balance is available.

AMENDMENTS

None

MOTION: Approve as written

RESULT: (Pass)

Member Vote: 6-1

Total Vote: 9-1

Attachment I

DECISION POINT

(N-2) Implement parking meters/Enhance parking fine enforcement

RECOMMENDATION:

Explore methods and ways to enhance parking fine enforcement.

AMENDMENTS

None

MOTION: To not move forward with the decision point

RESULT: (Pass)

Member Vote: 6-0-1

Total Vote: 9-0-1

Attachment I

DECISION POINT

(P-1) Plan for appropriate Police services growth

RECOMMENDATION:

Add sworn police officers through buildout, supplementing the General Fund reserve for Police Services

AMENDMENTS

Change Recommendation to read “Budget for additional, sworn police officers through buildout and include the officers in the 10 year forecast.”

MOTION: To approve changes

RESULT: (Pass)

Member Vote: 6-1

Total Vote: 8-1-1

MOTION: To approve recommendation as amended

RESULT: (Pass)

Member Vote: 6-1

Total Vote: 8-1-1

Attachment I

DECISION POINT

(P-2) Consider non-sworn support (reserves, vols)

RECOMMENDATION:

Explore the possibility of using non-sworn volunteers in the Police Department.

AMENDMENTS

None

MOTION:

RESULT: (Pass)

Member Vote: 5-2

Total Vote: 8-2

Attachment I

DECISION POINT

(P-3) Realign Reserve Needs

RECOMMENDATION:

(1 of 2) "The City should only use reserves to bridge the deficit as a matter of last resort and only for as little time as possible"

(2 of 2) "The City should use one-time money and reserves to invest in new ways to reduce future costs and/or in technologies that create efficiency."

AMENDMENTS

Change policy statement (1of2) to read "The City should only use the reserve to balance the budget as a matter of last resort"

MOTION: Approve Amendment to Policy statement

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

MOTION: Approve Amended policy statements

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

Attachment I

DECISION POINT

(P-4) Tier budget response based on forecast/(P-5) Require budget offsets for new/increased services/(P-6) Establish base year with annual inflation thereafter

RECOMMENDATION:

“The City shall during the course of the year minimize budget adjustments needing Council approval to those issues that have been deemed urgent. All other budget adjustments shall be made as part of the City’s quarterly financial report to the City Council. All budget adjustment will include the long-term impact of any approved budget adjustments and once approved will be incorporated in the City’s long-term financial forecast.”

AMENDMENTS

None

MOTION:

RESULT: (Pass)

Member Vote: 7-0

Total Vote: 10-0

Attachment I

ADDITIONAL LANGUAGE - RECOMMENDATION:

In the event that the Sales Tax measure doesn't pass and the City is in a deficit, the City should explore staffing furloughs at a projected savings of \$40,000 per day.

MOTION:

RESULT: (Pass)

Member Vote: 5-1-1

Total Vote: 5-2-3

Attachment I

MOTION: Move Forward with the report as a whole

RESULT: (Pass)

Member Vote: 6-1

Total Vote: 9-1