

# CITY COUNCIL MINUTES

City of Campbell, 70 N. First St., Campbell, California



## STUDY SESSION MEETING OF THE CAMPBELL CITY COUNCIL

Tuesday, May 18, 2021 – 5:30 p.m.

City Hall –70 N. First Street

**NOTE:** This City Council Study Session meeting was conducted pursuant to the Governor’s Executive Order N-29-20.

No action may be taken on a matter under Study Session other than direction to staff to further review or prepare a report. Any proposed action regarding items on a Study Session must be agendaized for a future Regular or Special City Council meeting.

This meeting was recorded and can be viewed in its entirety at: <https://campbellca.gov/agendacenter> and <https://www.youtube.com/user/CityofCampbell>.

### CALL TO ORDER

The City Council of the City of Campbell convened in special meeting this May 18, 2021, via telecommunication.

Mayor Gibbons stated that this City Council meeting was conducted pursuant to provisions of the Brown Act and an Executive Order issued by the Governor to facilitate teleconferencing to reduce the risk of COVID-19 transmission at public meetings.

### ROLL CALL

Attendee Name	Title	Status
Elizabeth 'Liz' Gibbons	Mayor	Remote
Paul Resnikoff	Vice Mayor	Remote
Anne Bybee	Councilmember	Remote
Susan M. Landry	Councilmember	Remote
Sergio Lopez	Councilmember	Remote

### Staff Present:

Brian Loventhal, City Manager; Dusty Christopherson, City Clerk, Andrea Sanders, Deputy City Clerk; Bill Seligmann, City Attorney; Will Fuentes, Finance Director; Norite Vong, Finance Manager; Natasha Bissell, Acting Director of Recreation and Community Services; Todd Capurso, Public Works Director; Gary Berg, Police Chief; Cecil Lawson,

Information Technology Manager; and Salina Flores, Acting Human Resources Manager.

## **PUBLIC COMMENT**

Carly Hasbrook, Muffie Waterman, and Eva Waterman, Campbell Residents, expressed opposition to the purchase of the armored rescue vehicle.

## **NEW BUSINESS**

### **1. Fiscal Year (FY) 2022 Budget Study Session – Operating Budget and Capital Improvement Plan (CIP)**

Recommended Action: Receive an update and provide feedback on Preliminary Proposed Fiscal Year (FY) 2022 Operating Budget and 2022 – 2026 Five-Year Capital Improvement Plan (CIP).

City Manager Loventhal gave an introduction on the Budget Study Session item with a focus on general fund revenues and expenditures, long range forecasts, general fund reserves, staffing overview, breakdown of general fund uses and staffing by City department.

City Manager Loventhal highlighted key City Manager Office Workplan items such as filling key vacancies including a Measure O Project Manager and an Assistant City Manager and beginning discussions relating to the proper organizational and reporting structure for Economic Development.

City Clerk Christopherson highlighted key City Clerk Office Workplan items such as the continuation of the City reorganization into districts and the electronic Form 700 and Campaign Filing database.

Acting Recreation and Community Services Director Bissell highlighted key Recreation and Community Services Workplan items such as a continuing focus on modifying service delivery models and to continue to develop strategies to reduce general fund assistance. While community services provided are not designed to be cost recovery, the recreation side of the Department can be cost recovery and can help sustain the Department. There are no drastic reductions being proposed in this year's budget. The Heritage Theatre management contract is being renewed. Moving forward, the Department is anticipating more robust revenue for this time next year, as the COVID restrictions begin lifting and the Community feels safe to come back.

Finance Director Fuentes highlighted key Workplan items such as fiscal recovery from COVID-19 and implementing a new business license software program. Finance Director Fuentes noted that some non-departmental expenses, such as vacation payouts and insurance premiums are reflected in the Finance Department budget which is why there is a large increase reflected for this year.

City Manager Loventhal highlighted key Community Development Workplan items such as continuing to work with consultants on the General Plan Update, Housing Element revisions, establishing objective residential development standards, Accessory Dwelling Units (ADU)'s, and Programs or Ordinances to assist in regulating short term rentals.

City Attorney Seligmann highlighted key Legal Workplan items such as addressing comprehensive long term use planning, including implementation of an expanded vehicle camping ordinance, an ADU Amnesty Program, legalizing short term residentials, and the Measure O implementation.

Police Chief Berg highlighted key Public Safety Workplan items such as support for and providing feedback regarding the design of the new Police Station funded by Measure O. Chief Berg noted that the department is seeking a slight increase in salary for the vacant Executive Assistant position, is seeking to add an IT Administrator position specifically to support the Police Department, and reminded the Council that this budget does not include funding for the school crossing guards or Certified Emergency Response Team (CERT) supplies.

In response to an inquiry from Councilmember Resnikoff and Councilmember Lopez, Chief Berg stated that the crossing guard program in FY19 was budgeted at \$107,000 and CERT needs were budgeted at approximately \$5,000.

Public Works Director Capurso highlighted key Workplan items such as managing and implementing the Measure O design process, completing the annual Street Maintenance project, filling a Senior Engineering Technician position, continuing to fill previously frozen positions, and performing preventative maintenance to the City assets including park and playground renovations.

Council discussions continued relating to the Economic Development Division, Mayor Gibbons and Councilmember Landry serve on the Economic Development Subcommittee and recommended the Council consider moving Economic Development under the City Manager's Office and hire a consulting firm to assist the City with a professional level of assistance in recovering from the pandemic. Council discussions continued with a consensus to continue to study the vision for the Economic Development Division and to more clearly define the role and responsibilities prior to deciding where in the organizational chart to place the department.

Council recessed the Study Session at 7:19 p.m., to conduct the Regular City Council meeting and reconvened the Study Session at 8:30 p.m.

City Manager Loventhal spoke about the Assistant City Manager position possibly serving as a Public Information Officer for the City in addition to other duties, a revised job specification will come forward to Council this fall.

Mayor Gibbons expressed concerns about this budget document being overly optimistic and the City's usage of the American Rescue Plan (ARP) funds to bridge the shortfall seen in January 2021. Mayor Gibbons expressed a desire to reserve some ARP funds for a slower than forecasted recovery from the pandemic. Mayor Gibbons stated that she would have liked a focus on preparation for continued budget shortfalls, and confidence that staff has the room in this budget to address unexpected items.

Vice Mayor Resnikoff stated that he felt this budget reflected a proper use of the ARP funds and forecasts that are in line with others during this time as the City of Campbell is dependent on sales tax and revenue coming back, as is everybody else. Vice Mayor Resnikoff thanked Acting Director Bissell for acknowledging that the Community Service areas of the Recreation and Community Services Department will not see full cost recovery, but where cost recovery is possible in the recreation area Staff has worked diligently to do so.

Councilmember Lopez also expressed appreciation to the Recreation and Community Services Department staff for their thoughtfulness and creativity in bringing new ideas forward, he stated that the pandemic could not be foreseen, and it would be a mistake to overcorrect for it, he felt reserves were at an appropriate level. Councilmember Lopez stated that one area for review and improvement is in the Transient Occupancy Tax (TOT) noting he sees a slow recovery and would like to see Staff focus on growing the economic recovery.

Councilmember Landry expressed concern that the budget is very tight and that it was her hope the City would be able to utilize some ARP money to help businesses recover as she stressed the importance of economic development noting the faster businesses recover the faster the City will recover.

Councilmember Bybee stressed caution in using the term surplus because without the ARP funding the City would be in a much different position, the supplies and services budget should be maintained at a status quo with no increases, and she thanked staff for their creative ways to address reductions in the Recreation and Community Services Department as well as the Public Works Department.

Council confirmed consensus for providing an additional \$25,000 to the Senior Nutrition Program, moving forward with the online business license software, and reviewing the crossing guard program with ideas and suggestions for ways to share the cost with neighboring cities and school districts.

Finance Manager Norite Vong and Public Works Director Todd Capurso presented the Capital Improvement Plan (CIP) and discussed changes made to the plan following initial study sessions in April.

Following Council discussion, consensus was confirmed for reviewing the traffic calming project criteria and funding levels.

Public Works Director Capurso noted that the strategic approach to filling some of the currently frozen vacancies will assist the department in being able to make progress on some of the year 1 projects listed in the CIP, specifically the Measure O Project Manager, and the Senior Engineering Technician for the various ADA and traffic calming programs. Filling the Building Maintenance Supervisor position has helped to address the current backlog of projects.

Following discussions, Council confirmed consensus for the inclusion of the armored car purchase and the CAD/RMS system replacement for the Police Department in the CIP.

**ADJOURN**

Mayor Gibbons adjourned the meeting at 10:44 p.m.

APPROVED:

ATTEST:

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Elizabeth 'Liz' Gibbons, Mayor

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Dusty Christopherson, City Clerk