



**Meeting of the  
Administration/Public Works Committee  
Record of Proceedings - APPROVED  
Tuesday, October 12, 2021 at 6:30 pm  
Via Zoom**

**I. Welcome and Roll Call**

Chair Garritano called the meeting to order at 6:34 pm. Attendance roll call was taken with following results:

Committee Members in Attendance:

Chair Joe Garritano  
Council Member Dave Bertolino  
Council Member Lauren Edens  
Council Member Nathan Hopper  
Council Member Tracey Nyhan      departure at 7:00 pm  
Council Member Rob Rambaud      arrival at 6:41 pm

Council Members Absent:

Council Member Brost

Council Member Dodwell

Staff Members in Attendance:

City Administrator Steve Cross  
Director of Public Works Rick Brown  
Meeting Recorder Carla Patrick

**II. Approval of Meeting Minutes from September 7, 2021**

The minutes of the September 7, 2021 meeting were submitted for approval. Council Member Nyhan motioned for approval of the meeting minutes and Council Member Bertolino seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**III. Public Participation – None**

**IV. Public Works**

**A. For Information - None**

**B. For Action**

**1. Review of the 2022 Budget – Public Works**

City Administrator Cross and Public Works Director Brown presented the 2022 Budget for the Department of Public Works for the Committee's approval.

Discussion included adherence to Strategic Plan objectives, inclusion of new complaint tracking software, and increased roadside mowing in support of the City's beautification goals.

Council Member Bertolino motioned to recommend approval of the 2022 Budget – Public Works. Council Member Nyhan seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**2. Review of the 2022 Budget – Road and Bridge Fund**

City Administrator Cross and Public Works Director Brown presented the 2022 Budget for the Road and Bridge Fund for the Committee's approval.

Discussion included the new gas tax as a revenue source, increase in asphalt resurfacing due to prior cut back for such in 2021 and increased care of deficient sidewalks.

Council Member Edens motioned to recommend approval of the 2022 Budget – Road and Bridge Fund. Council Member Nyhan seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**3. Review of the 2022 Budget - Capital Improvement Sales Tax Fund**

City Administrator Cross and Public Works Director Brown presented the 2022 Budget for the Capital Improvements Sales Tax Fund for the Committee’s approval.

Discussion included the revenue source, increased roadway improvements and inclusion of partial watershed erosion projects.

Council Member Bertolino motioned to recommend approval of the 2022 Budget – Capital Improvements Sales Tax Fund. Council Member Rambaud seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**V. Administration**

**A. For Information - None**

**B. For Action**

**1. Review of the 2022 Budget - Administration**

City Administrator Cross presented the 2022 Budget – Administration for the Committee’s approval.

Discussion included the open position of Economic Development Manager.

Council Member Nyhan motioned to recommend approval of the 2022 Budget for the Administration Department. Council Member Edens seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**2. Review of the 2022 Budget – City Clerk**

City Administrator Cross presented the 2022 Budget – City Clerk for the Committee’s approval.

Discussion included the refund of the City’s liquor licenses in the year 2021 due to COVID restrictions.

Council Member Rambaud motioned to recommend approval of the 2022 Budget for the City Clerk Department. Council Member Nyhan seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**3. Review of the 2022 Budget – Court**

City Administrator Cross presented the 2022 Budget – Court for the Committee’s approval.

Discussion included impacts in 2021 of court closure due to COVID restrictions.

Council Member Edens motioned to recommend approval of the 2022 Budget for the City's Court. Council Member Rambaud seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**VI. Items Not Ready for Action**

**A. High Priority**

1. Review IT System Ransomware and Other Threats (Wards – All)
2. Social Media Policy (Wards – All)
3. Resident Survey (Wards – All)

**B. Medium Priority - none**

**C. Low Priority - none**

**VII. Miscellaneous - none**

**VIII. Next Meeting**

The next meeting of the Administration/Public Works Committee is scheduled for October 26, 2021.

**IX. Adjournment**

Council Member Edens motioned for meeting adjournment. Council Member Nyhan seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the meeting adjourned at 7:26 pm.