



**MINUTES OF THE  
BUDGET AND FINANCE COMMITTEE**

THURSDAY, January 27, 2022 at 6PM.

**Members Present**

Rudi Rosengarten, Council Liaison  
Charles Young, Committee Chair  
Ariel Cloud, Committee Member  
Terry Cowan, Committee Member  
Jose Flores, Committee Member  
Shakthi Shrima, Committee Member

**Members Absent:**

None

**Staff Present**

Sylvia Carrillo, City Administrator

This is not an official transcript of the minutes; the recorded audio is the official record.

1. Call to Order at 6:11 PM.

2. Citizen Comments

None

3. Council Liaison Report

Councilmember Rosengarten provided a written report. It was provided to the Council in the meeting and also emailed before the meeting.

4. Approve minutes from the 10/28/2021 meeting

No comments regarding the minutes.

Motion: Ariel, Seconded by Jose.

No objections, motion passes

5. General overview of the committee and new member orientation

City Administrator Carrillo provided an overview of the orientation packet to new members which included Governmental accounting information, fund definitions, and other pertinent information. No action was taken. Further information requested included having the current City Attorney opine on the Venue Tax and its uses and whether a property bought using its funds can be sold. Additionally, for next year's onboarding material include the committee's charge. Lastly, the committee requested a high level of revenues and expenditures to be included in next year's material.

## 6. Presentation of Robert's Rules of Order

An information sheet regarding the shortened Robert's Rules was provided to the Committee. The committee voted to use the shortened version with the caveat that the motion always be restated so it's clear and seconded, and if in a virtual environment, type in the chat box. Motion made by Terry and seconded by Shakthi. Motion passes unanimously.

## 7. Election of Chairperson, Vice-Chairperson, and Secretary

Ariel nominated Charles for Chair. Motion passed unanimously. Terry nominated Ariel for Vice Chair. Motion passes unanimously. Discussion regarding the Secretary position. Staff requested a member of the committee perhaps to volunteer. The committee opted to continue to have staff be the secretary to the committee. That motion was made by Ariel and seconded by Terry. Motion passed with Shakthi abstaining.

## 8. Review, Discuss, and Possibly make a recommendation to City Council on FY21 Budget Adjustment #2

Discussion regarding financial policies not being followed. The City Administrator stated policies do not match practice, nor have they for the previous 10+ years; and agreed the financial policy was violated in this amendment. Ariel made a motion "Due to noncompliance with Financial Policies, this BA be returned to the Council without a vote to review and take appropriate action." Seconded by Terry. Motion passed with Shakthi voting No.

## 9. Discussion of the 2022 meeting calendar and set next meeting date

The City Administrator requested an additional meeting prior to the budget discussions to go over the budget at a 50K foot level. It was agreed that an additional meeting could be added on 4/28 or 5/12 as necessary. Chair requested that the Committee Chairs be included in future budget discussions as well.

## 10. Suggestions for future agenda items

- Revised financial calendar, once approved, uploaded onto the website
- OpenGov story board for the Committee
- Quarterly reports, provided in excel as well as PDF
- OpenGov consultant

## 11. Adjourn

Terry made the motion to adjourn at 8:08 PM seconded by Jose. Motion passed and meeting adjourned.

MINUTES APPROVED 02.24.2022