



MINUTES OF THE BUDGET AND FINANCE COMMITTEE

THURSDAY, May 12, 2022 at 6:00 P.M.

Members Present

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

Members Absent:

Staff Present

Sylvia Carrillo, City Administrator
Suzanna Fleegal, Accountant
Lori Comstock, AP/Utility Clerk
Lenn Carter, Chief of Police
Matt Lingafelter, Assistant City Administrator

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

1. Call to Order
Meeting started at 6:04 PM

2. Citizen Comments

Can we get the packets printed out or in Excel in the future, they are too small to read online. Also, would like the account numbers back on the spreadsheet as well. Freeze top and side panes.

Create a dropbox to put files in for access and send link to all members.
Need permanent PDF's

3. Council Liaison Report

Rudi R. gave detailed presentation of all council items. Regarding item #3 should city sell property without citizen approval? Trail enforcement officer will come from general fund, has been council approved.

4. Approve minutes from the 05/12/2022 meeting

1 correction on #7 should be R&R instead of gant.

Motion: Shakthi, 2nd: Jose. Approved unanimously.

5. Overview presentation, review, and discussion of the General Fund FY23 Budget, including the Mayor's requested items

Council has only approved the new positions. Prior years fire safety was in General Government Department and was moved to Public Safety Department during last years budget at the request of Budget & Finance Committee.

Ariel questioned transfers out for Repair & Replacement and utility subsidies stating that it made Admin dpt look top heavy. Sylvia suggested moving it to general government instead of admin. GL code for subsidies is not included in opengov.

6. Review, discuss, and possibly recommend Administration Department for the FY23 Budget

Increase in salary question: That does not include the mayor's request for increased COLA, Includes 4% COLA and Step program. Do we do the increased COLA from Revenues or Reserves? Committee decided to look at COLA later- Sylvia suggested an ending agenda item for each meeting to discuss Mayor requested items.

Committed funds in CIP is 1.4 Million. \$700,000 of beautification is part of the committed funds. Estimated an increase on insurance of 15%.

Contract Services is only shredding no longer have storage facilities- reduced line from \$6000 to \$3500

Motion to move Utility subsidies, infrastructure and Repair and replacement \$1,670,345. to General Gov instead of admin: Ariel, 2nd: Terry Approved unanimously

Motion to approve proposed admin budget with changes: Charles 2nd: Terry Approved unanimously

7. Review, discuss, and possibly recommend Public Safety & Crime Control Departments for the FY23 Budget Potential CIP ask in Public Safety.

Motion to approve Public Safety operational budget: Ariel, 2nd Jose, Approved unanimously

Crime Control surplus to be made from the Crime Control reserves Motion: Chip, 2nd Ariel, Approved unanimously

8. Review, discuss, and possibly recommend the Public Safety portion of Repair & Replacement for the FY23 Budget

\$30k is a recurring amount, and \$90k is one time for the vehicle. Replacing 2017 vehicles with all blue vehicles. Options are Crime control reserve fund, repair and replace or General fund.

Motion to approve with vehicle replacement and cameras to come from Crime control fund \$90k. Motion Terry, 2nd Shakthi, Approved unanimously

9. Review, discuss, and possibly make a recommendation to City Council on FP-315 Travel Expense Reimbursement Travel

Should be paid prior to travel rather than a refund. Travel time won't be paid if you are not working. Food is not tolerated or not available should still be able to be paid for meal based on state standard GSA Rate of per diem.

Add clause that requires a receipt for travel, etc that must be turned in within 7 days or the employee must reimburse the city within 30 days or may be docked from their pay. Memorialize URLs.

Motion to approve travel with the added clause. Motion: Terry, 2nd: Shakthi, Approved unanimously

10. Suggestions for future agenda items

Move meeting to a larger space.

Discussion of the COLA. Put a Parking Lot at the end of each agenda.

Total compensation to all employees in the city. Salary compensation letter for employees each year.

11. Adjourn Motion: Shakthi, 2nd: Chip