



COUNCIL BUDGET & FINANCE COMMITTEE MEETING
Meeting Minutes of September 17, 2025

Call to Order: 5:31 p.m.

Members Present: Mayor Salinas, Councilmember Bonilla Jr, Councilmember Syrop

Members Absent: None

Staff: Michael Lawson, Mary Thomas, Christina Crosby, Franchesca Hatfield, Nicholas Mullins, Crissy Mello

Guests: None

Public Comments: None

1. Approval of Meeting Minutes from May 21, 2025
 - Moved by Councilmember Bonilla Jr., Second by Councilmember Syrop.

Action: Minutes reviewed and unanimously approved.

2. Discuss Fall Budget Revision and Future Topics
 - Acting Finance Director Thomas presented.
 - Councilmember Bonilla Jr. Questions:
 - A. Councilmember asked if staff could provide a report on the general fund on a monthly basis, along with revisiting the City's policies and ordinances on business license tax, TOT and others to maximize the City's revenue opportunities. The assessment should compare to surrounding cities.
 - B. Can we find a way to talk on a weekly basis to guide Council on how they can be useful in this type of budget situation?
 - Yes, we're limited in what we can discuss in closed sessions, but we can have a budget work session. I recommend a standing budget work session item, possibly before every Council Meeting.
 - C. Can we see Reserve balances monthly through the rest of the year?
 - Yes, you may see dips in Revenue, then increases for the months we receive large County and State payments. Council receives this report every year, monthly reports will appear a bit deceiving because of these payments.
 - D. How many vacancies are we holding?

- A vacancy list going out this week.
 - E. Do we have non-liquid assets in reserve?
 - We have long-term receivables on the theatre and successor agency.
 - F. Do we show that long-term receivable in general fund balance?
 - It shows as non-spendable and is included in the annual ACFR report.
- Councilmember Syrop Questions:
- A. It would be helpful to have a 3-year projection on the budget. Are we aware of the County or State holding City funds? Does the County hold funds for a certain amount of time?
 - The City's main funds are in December and April from property tax that is paid in November. The County processes then returns it. The other funds that are held longer are reimbursements such as grants, OES Fire, and those can take up to a year and a half after we provide the necessary documentation. Our biggest general fund payment is property tax.
 - B. In agreement with Bonilla Jr., can we explore economic development's ordinances for reassessment?
 - This item will be coming to City Council next Tuesday as a work session where Council can provide feedback.
 - C. Can we receive clarity on the actuals, OT and revenue on a more regular basis to gain a better understanding on what direction the City is heading in?
 - Yes, you're going to see that a monthly revenue update will dip negatively because of the revenues coming in December and other months. It may be more useful to compare monthly revenue to the previous two years to gain a better grasp on how it normally appears. The posting and dates received may also differ.

Councilmember Syrop emphasized the importance for the community to understand the fiscal position the City is in, and working together to resolve it, being as honest as possible without inspiring panic.

- Mayor Salinas Questions:
- A. Can we do some thinking around checks and balances in the future about making expenditures? What are some internal checks we can use when talking about salary raises, purchases, investments, etc. such as what guiding principles are used? Create a philosophy the City follows.
 - It would be great to see what's already in place in terms of internal checks and can be changed. We can revisit our reserve policy.
 - B. Let's name these principles. We don't want to be in this position again.
 - It would be acceptable to give a quarterly report to Council to see expenditures in real time, refocusing to have the opportunity to see what is and isn't working.

Councilmember Syrop asked that any financial reports be emailed to all of City Council and revisit the City's Compaction philosophy to make the best decisions possible moving forward.

Action: The Committee received the report and provided direction.

3. Annual Review of City Issued Debt

- Acting Finance Director Thomas presented.
- Councilmember Bonilla Jr. Questions:
 - A. Is our debt amount a relatively good number?
 - It's a relatively fine number considering it's based on property assessment.
- Councilmember Bonilla Jr. Questions:
 - A. Do you have the number of our property value?
 - A: 32.8 billion

Action: The Committee reviewed the report and provided feedback.

Attorney Michael Lawson commented on compaction for executives and recommended we revisit the philosophy in comparison to industry standards. He also asked if there is an evaluation of Fleet purchasing policies in which Assistant City Manager Thomas replied is part of an analysis that will be available by end of October.

Committee Members/Staff Announcements: None.

Adjournment: The meeting was adjourned at 6:19 p.m.