

## **Budget Committee Meeting Action Minute – December 2, 2024**

1. Follow up (Classification/Compensation Study Update & Support to move forward with staffing assessment update:
  - Staff to check with the consultant to get a definitive timeline and status update on the study. The BC asked that the study is fully completed before goals setting.
  - The committee supports the staffing assessment and is requesting that the City Council consider this matter during the meeting on December 17th.
2. Internship Program Funding:
  - Committee's supportive of moving forward with this program. The journalism internship did not focus on journalism. There is interest in continuing the finance internship and potentially adding an engineering internship. Staff to put this item on future agenda for Committee to meet on December 17th at 10am to discuss intern program further or prepare staff report to take to the Council to consider allocating funds for either one internship (finance) or two internships (finance and others).
3. Additional Budget for League of California Cities Conference:
  - Discussed sending newly elected officials to a training conference, with some disagreement over how many to send due to budget constraints.
  - Staff to put on 12/17/24 agenda for City Council to consider options:
    - i. Leave it at 2 people can attend as per budget
    - ii. Propose for 3 people to attend training
4. Status of Updating Long-Term Financial Model
  - Making progress of updating the financial model with a consultant and conducting budget updates across departments.
5. Standing Topics: Fire Add Hoc Update
  - The committee expressed a desire for a detailed breakdown of budgeted amounts versus available funds for fire-related expenses. Additionally, they highlighted the importance of clear communication and the provision of written materials to track spending and decisions.
  - Staff to create a spreadsheet tracking fire reorganization related expenses.
6. Discussion of future meeting schedules:
  - Staff to add a standing agenda item for future meetings on revenue generation and cost-cutting measures.
  - December 17, 2024 10AM
  - January 13, 2025 3PM
  - February 10, 2025 3PM
7. Meeting Recap:
  - Committee to provide a verbal report on the Budget Committee meeting outcomes at the next Council meeting 12/3/24