

Budget Committee March 6, 2025, Action Minutes

1. March 6, 2025 Action Minutes Meeting Document – No action received
2. Return of review of Budget Committee policy – the following changes to be made:
 - a. In the Budget Committee Make Up section – add a bullet point for City Manager, add another bullet point for City Clerk, removal of the second bullet in the second paragraph starting with...The City Manager will consult.....
 - b. In the Budget Process section – removal of the 4th paragraph.
3. FY25-26 Budget Review: At the request of Councilmember Maurer, adding a column for footnotes, with short explanations of budget changes. See example was used in 2024-25

GENERAL FUND REVENUES DETAILED						
The information pertaining to each footnote is located in the section that follows the transfers schedule						
Revenue Categories	2022-23 Actual	2023-24 Adopted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	Footnote	% Change Proposed vs Adjusted Budget
3301 - Cell Tower Lease Rental	39,608	41,200	41,200	43,000		4.4%
3302 - City Property Rental - Little League	2,974	2,300	2,300	2,300		0.0%
3304 - City Property Rental - Parking Space	500	500	500	500		0.0%
3305 - City Property Rental - Palm Ave	3,000	2,000	2,250	2,250		12.5%
3401 - Plaza and Special Event Fees	6,675	5,000	7,200	7,200		44.0%
Interest & Rents	31,471	96,000	123,450	132,250		37.8%
3404 - Credit Card Transaction Fee	177	-0	1,000	1,000		0.0%
3405 - Finance Fee	7,407	8,000	5,000	5,000		-37.5%
3406 - Pet Shelter Release Fee	-0	1,900	-0	-0		-100.0%
3425 - Fire Dept Fees	57,534	30,000	30,000	40,000		33.3%
3426 - Planning Fees	44,217	25,000	25,000	21,000		-16.0%
3427 - Special Projects Plans/Specs	200	500	-0	-0		-100.0%
3428 - GIS Fees	460	200	-0	-0		-100.0%

- a. City Manager Budget – Reviewed and accepted as proposed and requested that an explanation be provided regarding the \$25,000 for analytic review to be explained for the full council to consider.
- b. Administrative Services Budget – Reviewed and accepted as proposed
- c. Building Budget – Fix formula error and add training to the budget and noted it will be paid for by permit technology fund as a transfer in to general fund.
- d. Fire Budget – Reviewed and accepted as proposed
- e. Police Budget Reviewed as proposed and requested to provide explanation regarding the removal of cooling center.
- f. Revenue – Reviewed and accepted building revenue projections
- g. Building/Infrastructure Reserve Fund – to separate out. Staff will be bringing forward a proposal this FY24-25 to fund the move of the Building Department to City Hall, which will include scanning and other expenses.
- h. Fleet/Technology/Equipment Reservice – to separate out. Staff have identified \$450K in new Police Department vehicles needed in the next three years, and will bring a proposal for one new vehicle forward during the current FY to be paid from the Police Endowment.
4. OpenGov Budget System – Received and discussed the timing of the implementation was uncertain and that further analysis is needed and this is a topic for the upcoming City Council goals setting.
5. Standing Topics:
 - a. Fire Ad Hoc Committee – no action
 - b. Updating Long-term model - no action
 - c. Measure U: Status re: second ¼ cent – no discussion, no action
6. Future meeting schedules
 - a. March 25, 2025 starts 1:30 PM
 - b. April 8, 2025 starts 9:30 AM
 - c. April 14, 2025 starts 10:00 AM
 - d. April 22, 2025 starts 10:00 AM
7. Meeting Recap – Staff is sending out the action minutes for committee to weigh in.