

Finance Subcommittee (FSC) Meeting Draft Action Minutes

Meeting Date: March 31, 2025, 2:00 p.m.
Location: City Manager Conference Room
Recording Secretary: Helga Foushanes

In Attendance: Tim Lilligren, Treasurer
Amy Thomas Howorth, Mayor
David Lesser, Mayor Pro Tem
Talyn Mirzakhanian, City Manager
Libby Bretthauer, Acting Finance Director
Emy-Rose Hanna, Budget and Financial Analyst
Marcelo Serrano, Grants and Financial Analyst
Toni Page, Revenue Services Supervisor

Called to Order: 2:02 p.m. by Treasurer Tim Lilligren

Agenda Item #1 – Public Comments

None.

Agenda Item #1- Approval of Minutes from March 6, 2025, Finance Subcommittee Meeting

The FSC approved the minutes of the March 6, 2025, meeting.

Agenda Item #2 - User Fee Study and Cost Allocation Plan Results

Willdan Consultant Tony Thrasher provided a presentation on the User Fee Study and Cost Allocation Plan results. FSC members asked that certain table headers be revised to reflect “cost recovery” for clarity. In addition, the FSC asked for follow-up information on Appeal Fees and Credit Card fees that the City is currently absorbing.

The FSC and City staff agreed that the presentation at the City Council meeting should start out with an introduction and overview, followed by a page-by-page review of the proposed fee schedules.

Agenda Item #3 - Financial Policy for Capitalization Thresholds

The FSC approved the recommended increases to capitalization thresholds.

Agenda Item #4 - Financial Transparency Project Updates

The FSC directed staff to update the organizational chart in the PAFR and other City documents, and to present the Open Finance financial transparency webpage before the Proposed Budget presentation in May.

Agenda Item #5 - Business License Program Update

Revenue Services Supervisor Toni Page gave a comprehensive update.

Adjournment

The meeting adjourned at 3:25 p.m.