

MINUTES – CITIZENS FINANCE ADVISORY  
COMMITTEE  
REGULAR MEETING – May 20, 2025  
VETERAN'S MEMORIAL HALL – 3:00 p.m.

MEMBERS PRESENT: Stephen Peck Chair  
Michael Erin Woody Vice-Chairperson  
Brian Dorfman Committee Member  
Jean Johnson Committee Member  
Sara Love Committee Member

ABSENT: None

STAFF PRESENT: Yvonne Kimball City Manager  
Emily Conrad Finance Director  
Amy Watkins Chief of Police  
Greg Kwolek Public Works Director  
Melissa Atchison Finance Manager

**ESTABLISH QUORUM AND CALL TO ORDER**

<https://youtu.be/ETK5JNax5g8?si=2I4DjpNR9FI09HQU&t=28>

Chair Peck called the meeting to order at 3:03 p.m. with all members present. Due to time considerations, Chair Peck pulled Item B-2 and asked for Committee Member concurrence to hear Item B-3 before Item B-2. There was concurrence to do so.

**COMMITTEE ANNOUNCEMENTS & PRESENTATIONS**

<https://youtu.be/ETK5JNax5g8?si=MzhqDzVR9Kz1VwL2&t=113>

**BRIEF FINANCE DIRECTOR UPDATE**

[https://youtu.be/ETK5JNax5g8?si=qac9HbM2meVOJcN\\_&t=178](https://youtu.be/ETK5JNax5g8?si=qac9HbM2meVOJcN_&t=178)

**PUBLIC COMMENT**

<https://youtu.be/ETK5JNax5g8?si=JJZqk1NSErkksDKI&t=270>

Chair Peck opened the public comment period; seeing none, the public comment period was closed.

**A. CONSENT CALENDAR**

<https://youtu.be/ETK5JNax5g8?si=6qYnqnNUFXaCCECi&t=309>

**A-1 APPROVAL OF MINUTES FOR FEBRUARY 18, 2025 CITIZENS OVERSIGHT/FINANCE  
ADVISORY COMMITTEE MEETING**

MOTION: Member Johnson moved to approve minutes from the February 18, 2025 CFAC meeting. The motion was seconded by Member Love and carried 5-0.

**B. BUSINESS ITEMS**

**B-1 RECEIVE PRESENTATION BY NHA ADVISORS ON PENSION UNFUNDED  
ACCRUED LIABILITY (UAL) (MIKE MEYER, NHA ADVISORS)**

<https://youtu.be/ETK5JNax5g8?si=s9pZWN7YmYZTVurg&t=358>

Mike Meyer, Vice President with NHA Advisors, presented the report and responded to Committee Member inquiries.

Public Comment:

None

No formal action taken.

**B-3 DISCUSSION AND INPUT ON THE FISCAL YEAR 2025-26 DRAFT PROPOSED BUDGET (FINANCE DIRECTOR)**

<https://youtu.be/ETK5JNax5g8?si=8Qnymf-m1GxDpso&t=2346>

Finance Director Conrad presented the report and responded to Committee Member inquiries. Police Chief Watkins and Director Kwolek answered questions specific to the Police Radio Communications Upgrade capital project.

Public comment:

None

**MOTION:** Chair Peck moved to recommend that staff continue to take a long-term perspective; continue to complete the 10-yr planning using appropriate, prudent assumptions; restart the capital needs assessment that was started two or three years ago and is on hold; and take an aggressive approach to selling or redeveloping or monetizing its real estate assets.

The motion was seconded by Vice Chair Woody and carried 5-0.

**MOTION:** Chair Peck moved to recommend adoption of the FY 2025-26 Proposed Measure Q/E Budget, with the exception of the \$1 million contribution to the Annual Pavement Management project which he recommended to be eliminated from the budget; recommend staff focus the sidewalk and street repair funding and prior year carryover on a specific area such as the downtown area to support the downtown revitalization; and in the upcoming budget year re-evaluate the personnel levels for Fire and Police Departments as relates to the Standard of Cover requirements.

The motion was seconded by Member Dorfman and carried 5-0.

**MOTION:** Chair Peck moved to recommend that staff look at Harbor Operating revenue and provide a more realistic and granular projected revenue, re-evaluate the financing and the need for the North T-Pier project, and set a Harbor Fund reserve policy more equivalent to those for the Water and Sewer Funds; recommend staff develop a program for the Economic Development Fund to do promotional activities; and recommend the Community Development Department be evaluated to have a higher cost recovery than it does now.

The motion was seconded by Vice Chair Woody and carried 5-0.

**B-2 RECEIVE REPORT/PRESENTATION BY CFAC REVENUE ENHANCEMENT SUBCOMMITTEE (JEAN JOHNSON AND BRIAN DORFMAN)**

<https://youtu.be/ETK5JNax5g8?si=udA-qYVI5zxL7jD1&t=8631>

Subcommittee Members Johnson and Dorfman presented their findings for potential revenue enhancement. Following discussion, a Special joint City Council-CFAC meeting will be scheduled in June 2025 to receive the formal CFAC report of recommendations to the City Council.

Public Comment:

None

No formal action was taken.

- C. FUTURE AGENDA ITEMS  
<https://youtu.be/ETK5JNax5q8?si=HyRiS5ozcZnofbpG&t=9786>  
None

- D. SCHEDULE NEXT MEETING  
The next regularly scheduled Citizen's Finance Advisory Committee meeting will be August 19, 2025 at 3:00 pm.

- E. ADJOURNMENT  
The meeting adjourned at 5:46 p.m.

Recorded by:

Emily Conrad  
Finance Director