



Finance and Measure I Oversight Committee Action Minutes

July 15, 2025
Willows City Hall
5:30 PM

Committee
Rick Thomas, Vice Mayor
Matt Busby, Council Member

City Manager
Marti Brown

Finance Director
Joanne Moore

City Clerk
Karleen Price

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

1. CALL TO ORDER – 5:30 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers Present: Vice Mayor Thomas and Councilmembers Busby

Councilmembers Absent: None

4. PUBLIC COMMENT & CONSENT

a. Minutes Approval

Action: Approved the April 15, 2025, meeting minutes.

Moved/Seconded: Councilmember Busby/Vice Mayor Thomas

Yes: Councilmember Busby, Vice Mayor Thomas

No: None

Absent: None

Abstain: None

5. DISCUSSION & ACTION

a. Finance Policies

Action: Reviewed and discussed the city's various finance policies, directed staff to recommended amendments as necessary, and made recommendations to consolidate Catastrophic Reserve and Budget Stabilization Reserve into a single General Fund Reserve, commit to a 25% reserve goal within 5 years, change the Capital and Special Projects Reserve to Apparatus Replacement Reserve, and increase investment transparency with quarterly council reports. Staff was directed to prepare the recommended amendments and bring them back to the full Council for consideration.

b. Other Financial Updates

Action: Discussed and clarified objectives for future financial reporting on the following Topics:

- i. Status of Measure I revenues and expenditures and how they're allocated in the current budget, as well as any updates on Measure I revenues received.
- ii. Revisit FY 2024-25 versus FY 2025-26 revenues and expenditures (e.g., Measure I versus no Measure I), as well as surplus revenue versus deficits.
- iii. Update on current and pending projects from a financial perspective, as well as estimated completion dates.
- iv. Status update on Apparatus Replacement Fund.
- v. Review Bank Statements and Investments.

Staff was directed to provide a Treasurer's Report and investment summary at the October meeting, establish and fund the Apparatus Replacement line item by transferring \$5,000 from the Capital Reserve, include regular Measure I revenue and expenditure reports in future Finance Committee packets, and develop a framework for presenting Measure I expenditures based on the projected \$1.4 million structural deficit.

9. ADJOURNMENT – 6:22 PM

Karleen Price, City Clerk