

I. Call to Order

The meeting was held in the Library Community Room and called to order by Mayor Schoaf at 6:00 PM.

Present: Mayor Thomas L. Schoaf, Vice Mayor Paul Faith (Zoom), Council Member Suzanne Allen, Council Member Lisa Brainard Watson, Council Member Ron Clair, Council Member Andrew Fraser, Council Member Justin James

Staff: Matthew Williams, City Manager; Terri Roth, City Clerk; Joe Estes, City Attorney; Paige Peterson, Asst. City Mgr/Director of Finance; Maria Ceaglske, Deputy City Clerk; Keith Drunasky, City Engineer; Randy Proch, Director of Planning; Kyle Ames, Director of Public Works; Yosha Brunson Kuhl, Director of Communications; Tricia Kramer, Community and Recreation Services Director; Dawn Morocco, IT Specialist.

Attendees: Lt. Rios, Avondale PD; Chief Pahl, GYFD.

II. Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Brainard Watson.

III. Business

A. Fund Balance and Debt Policies

DISCUSSED

Ms. Peterson stated the Charter requires a fund balance policy and she reviewed the current and proposed policies. She stated it also allows the Finance Director to hold onto a certain amount of reserve in the event that a sales tax refund is inadvertently paid to the City when it should go to another jurisdiction. She reviewed her proposal for the debt policy, which she suggests should not be greater than 16% of the total operating budget. As revenues grow, there is capacity for additional debt as it increases.

In response to Council Member Allen, Ms. Peterson stated the only issue she sees is that it would keep them from issuing too much debt, which is a good thing. The Mayor had a couple of adjustments and suggested a 3–5 yr revenue balance and using this to adjust any spikes. Interest earnings are a good example of this. She will bring these items back to the Council for adoption in October.

IV. Adjournment

Mayor Schoaf adjourned the work study session at 6:14 PM.

APPROVED:

Thomas L. Schoaf, Mayor

CERTIFICATION

I, Terri Roth, MMC, City Clerk. hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of the City Council of the City of Litchfield Park held on Wednesday, September 17, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Terri Roth, MMC, City Clerk