

MINUTES OF THE WORK SESSION
OF THE HOLBROOK CITY COUNCIL HELD ON
May 14, 2025

CALL TO ORDER: Mayor Smith called the Work Session to order at 7:36 p.m.

ROLL CALL: Mayor Kathleen Smith, Councilmembers Robert Black, Tamera Church, Vice Mayor Nilsson, Arcenia Pacheco, Karina Pack, and Teri Tafoya.

CITY STAFF: Assistant City Manager Randy Sullivan and City Clerk Lisa Hunt

FY 2025-2026 BUDGET: Assistant City Manager Randy Sullivan reviewed the Budget Action Plan and confirmed that everything is on track. He reminded Council that once they adopt the Tentative Budget the bottom line cannot be increased, however funds can be moved within the line items.

-The Lodger's Fund was discussed. An Events Coordinator or Recreation Director could be funded from the Lodger's Fund. The Holbrook Chamber of Commerce funding and advertising billboards were discussed. The Strategic Plan will need to be done right after the Budget is approved.

-Sanitation Utility Fund: There are not a lot of changes at this point, but there will be because of Resolution 25-04.

-Wastewater Utility Fund: No changes are projected.

-Wastewater Capital Fund: The need for sewer cameras and step screen were mentioned.

-Water Utility Fund: The City is still working on a grant match for the new meters.

-Water Capital Fund: A Flow Point Control is needed for Well 4.

-Water Preservation Fund: This fund is used for Brown and Brown water litigation.

-HURF: This fund pays for the salaries of the Street Department.

-Impound Fund: The money for this fund comes from impounded vehicles.

-Grants Fund: This fund contains all the Grants.

-Judicial Collection Enhancement Fund (JCEF): This is a Special Fund that is collected by the Magistrate Court.

-State Fill The Gap Fund: This fund is used by the Magistrate to hire a Pro Tem.

There will be another Work Session scheduled on May 28, 2025 for the budget.


FY 2024-2025 Budget Review: The FY 2024-2025 Budget was reviewed. The City of Holbrook is in a good financial state. The Attorney fees have been greatly reduced. March Attorney fees were \$3300.00, and Aprils were \$2300.00. After the discussion of the state of the FY 2024-2025 Budget, Council came to a consensus to remove the Spending Freeze and the Hiring Freeze.

MOTION: Vice Mayor Nilsson made a motion to adjourn

SECONDED: Councilmember Pack

MOTION CARRIED at 8:53 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of the Holbrook City Council held on May 14, 2025. I further certify that the meeting was duly called and held and that a quorum was present.



Lisa Hunt, CMC, City Clerk

PASSED, APPROVED AND ADOPTED this 28th day of May 2025.



Kathleen Smith, Mayor