



## **SAUSALITO FINANCE COMMITTEE**

420 Litho Street, Sausalito, CA

### **Finance Committee Meeting – Meeting Notes**

**February 17, 2016**

**9:00 AM – 10:30 AM**

**City Hall Conference Room**

#### **A. Call To Order – 9:17 am**

#### **B. Council Member Representatives**

- Mayor Jill Hoffman
- Vice Mayor Ray Withy

#### **C. Items from Public Not On Agenda**

- In attendance include: Keith Kennedy, Carolyn Revelle (Sausalito Beautiful), Shelby Van Meter (Sausalito Beautiful), Fay Mark (Sausalito Beautiful)

#### **D. Discussion Items:**

##### **1. FY2015-16 Mid-Year Budget Amendment**

- Melanie Purcell presented slides outlining the City's financial position as detailed in the FY2014-15 Comprehensive Annual Finance Report (CAFR) and proposed changes for the FY2015-16 Annual Budget as part of the mid-year Budget Amendment.
- Members discussed the details of the proposed amendment and suggested additional information and presentation preferences to improve understanding. The Capital Improvement Fund received the most suggestions to clarify project status, funding, and changes from earlier presentations.
- Members of Sausalito Beautiful requested the City reinstate and/or confirm support of the City Hall Beautification proposal from 2014, understood to be included in earlier budget discussions. Their emphasis is on ensuring the Care and Maintenance of installations are included in future budgets as well.

##### **2. Bike Management Plan**

- Police Chief John Rohrbacher updated the Committee on the current discussions and pending actions regarding the Bike Management Plan. He is gathering interested parties including the City, the Golden Gate Bridge Highway and Transportation District (GGBHTD), the Ambassadors group, and Sausalito Plus to review the past year efforts and determine approach for the current year.
- Initial discussions include expanding the efforts and possible contract with Sausalito Plus although a comprehensive plan is necessary to protect the City from unanticipated revenue shortfalls.

**3. 2016-18 Budget Development Process Update**

- Melanie Purcell provided an overview of the draft budget process calendar and requested input regarding communication and engagement of the City Council. The Committee met three times a week for the month of April in 2015 and anticipates a similar schedule this year.
- It was recommended that updates to the City Council be made at key points including Revenues, Capital Improvement Plan, and at least once during the department presentations with a full presentation to the City Council during the formal adoption process in June.

**4. ATT Rodeo Lease Amendment Request**

- This item was postponed due to time.

**5. Administrative Services Director Report**

- Melanie Purcell reported that the Finance (Accounting) Manager position has been posted at the original pay although some funds have been set aside to increase the starting pay if needed. She reported that her review of similar positions reflect higher wages for higher qualifications but she has removed supervisory requirements and reduced the minimum requirements to better reflect the needs of the office.

**6. Finance Committee Meeting Date & Time**

- The next meeting is scheduled for Monday, March 21, 2016 at 9:00 a.m. to accommodate members' schedules.

**E. Adjournment – 11:59 a.m.**

- Next regularly scheduled meeting tentatively for Monday, March 21, 2016 @ 9 AM