



## **SAUSALITO FINANCE COMMITTEE**

420 Litho Street, Sausalito, CA

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

**January 20, 2016**

**9:00 AM – 10:30 AM**

**City Hall Conference Room**

#### **A. Call To Order – 9:09 am**

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

- Council Member Tom Theodores
- Vice Mayor Ray Withy

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

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

##### **1. ADA Projects & Funding**

- Jonathan Goldman & Melanie Purcell provided an update on funding for the City's ADA Projects. What needs to be funded in the current 2015-16 fiscal year is \$214,453. This will be addressed at the next Finance Committee meeting and in the Mid-year Budget Adjustments in February.
- It was requested that when budgetary action is taken during the year, Council Reports include information on the Project Budget vs. Actual Expense to Date, Project Balance, and Amount Remaining in the Fund.

##### **2. 2016-18 Budget Development Process**

- Last year's budget calendar was provided to the Committee along with a request for feedback on last year's budget process.
- The Committee discussed possible improvements to the budget process including more time to review budget proposals and a focus on what has changed from the prior budget and levels of service in every department - what do they need as well as available funding and what are the assumptions built into the proposed budget.
- There was a brief discussion of how Strategic Planning might work into the Budget development process this year.

##### **3. Finance Manager Position**

- The Finance Division has a vacant Finance Manager position that is funded in the budget. The initial recruitment resulted in only 2 applicants. It was decided to wait until the new Administrative Services Director was hired before deciding on moving forward.

- Committee members indicated that they would like to see the budget evolve in sophistication and see improvements in financial reporting. The new position should help meet these goals and be able to assist in presenting information to the Finance Committee and others.

#### **4. Finance Committee Meeting Date & Time**

- The date and time of Finance Committee meetings was discussed.
- The committee elected to stay with the current date and time with the understanding that it could be reviewed in the future, particularly with new membership.

#### **E. Adjournment – 10:25 am**

- Next regularly scheduled meeting tentatively for Wednesday, February 17, 2016 @ 9 AM