



SAUSALITO FINANCE COMMITTEE

8:30 A.M. in the Administration Office at the City Hall
at 420 Litho Street, Sausalito, CA

Thursday, August 21, 2008

8:30 A.M. CALL TO ORDER

A. Attendance: Mayor Amy Belser, Councilmember Mike Kelly, City Manager Adam Politzer, Administrative Services Director/Treasurer Louise Ho

B. Discussion Item

1. General Fund Advance to MLK –Information Only

Recommendation: Received information; no discussion

2. 2006 General Obligation Bonds

- Bank of New York

- Drawdown Schedule

Recommendation: Staff to review Bank of New York Securities and Exchange Commission (SEC) filing; approved drawn down of bond fund up to \$500,000 to meet on-going PSB qualified expenditures

3. FY 2008-09 Police Department Staff Allocation

Recommendation: Recommended City Council approve the changing of a Police Officer position to a Police Detective position with Police Dept absorbing the 5% cost for the upgrade

4. Review FY 2007-08 Proposed Final Budget Adjustment

Recommendation: Received information; provided direction to staff to make final budget adjustment proposal for City Council approval on September 2, 2008

5. Business License

- Tour Bus

- MuniServices Contract Renewal

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Recommendation: Directed staff to continue discussion on tour bus business license requirement; recommended a floor of 2% and a ceiling of 4.5% for MuniServices contract for business license processing; directed staff to update annual Master Fee Schedule business license processing fee to equal MuniServices cost

6. Review 1st Quarter (Jan to Mar 2008) Sales Tax Result
Recommendation: Received information

7. Account Receivable Write-off
Recommendation: Received information and approval the write off

8. Contract Change Order Policy
Recommendation: Recommended changes to the change order policy adopted on July 15, 2003; directed staff to bring forth the new policy for City Council approval on September 16, 2008

9. City Attorney Service
Recommendation: Received information for closed session discussion

10. Hotel Parking Fees
Recommendation: Received information; directed staff to propose revised fees for City Council approval on September 16, 2008

11. Schoonmaker Bus Shelter
Recommendation: Received update from City Manager

C. Adjournment

How to obtain Finance Committee Agendas

Posted Agendas: Agendas are posted at least 72 hours prior to the meeting time at the entrance to the City Hall at 420 Litho Street.

Clerk's Office: Go to the Administration Office at the City Hall at 420 Litho Street, Sausalito.

Special Needs

In compliance with the Americans with Disabilities Act (28 C.F.R. 35.102-35.104, ADA Title 11), if you need special assistance to participate in a City Council meeting, please call 289-4165 or 289-4106. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting

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SAUSALITO FINANCE COMMITTEE

1 P.M. in the Administration Office at the City Hall
at 420 Litho Street, Sausalito, CA

Wednesday, July 30, 2008

1 P.M. CALL TO ORDER

A. Attendance: Mayor Amy Belser, Councilman Mike Kelly, City Manager Adam Politzer, Administrative Services Director/Treasurer Louise Ho, Chief of Police Scott Paulin

B. Discussion Item

1. Employee Health Care Benefits

Recommendation: Received staff oral report and provided direction for comparable cities study

2. 2006 General Obligations Bonds

- Bank of New York
- Administrative Fee
- Drawdown Schedule

Recommendation: Received information on Bank of New York and provided direction to staff; directed staff to obtain monthly cash flow need from Swinerton

3. Fiscal Year 2008-09 Investment Policy and Portfolio Review

Recommendation: Provided direction on draft FY 2009 Investment Policy; directed City Treasurer to invest up to 70%-80% of City fund (excluding 2006 General Obligation Bonds fund) in U.S. Treasury securities and 20%-30% in Local Agency Investment Fund (LAIF); directed City Treasurer to review the portfolio mix with Finance Committee monthly

4. Business License

- Tour Bus
- MuniServices Contract Renewal

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Recommendation: Provided direction to staff on tour bus business license requirement and on MuniServices contract renewal

5. Review 4th Quarter (Oct to Dec 2007) Sales Tax Result

Recommendation: Received information

6. Pension Obligation Bonds

Recommendation: Received information and directed staff to place the bond issuance on hold

7. Worker's Compensation Update

Recommendation: Received information

8. Banking Service

Recommendation: Provided direction to staff

9. Group Life, AD&D, and LTD Insurance

Recommendation: Received information and provided direction to staff

10. Tax Defaulted Properties

Recommendation: Received information and provided direction to staff

C. Adjournment

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