



SAUSALITO FINANCE COMMITTEE

5:00 P.M. in the Administration Office at the City Hall
at 420 Litho Street, Sausalito, CA

Monday, March 30, 2009

(Summary comments from meeting in Bold, Italic)

5:05 P.M. CALL TO ORDER

A. Attendance

1. *Mayor Jonathan Leone*
2. *Councilmember Mike Kelly*
3. *City Manager Adam Politzer*
4. *Public Works Director Jonathon Goldman*
5. *Interim Finance Director Charlie Francis*

B. Discussion Item

1. Sanitary Sewer Fee Study Implementation

- a. *Finance Committee reviewed CDM's draft Sanitation Sewer Fee study.*
- b. *Finance Committee reviewed and affirmed the draft calendar of events for implementation of the required Proposition 218 hearing process for the proposed rate increase for Sanitation Sewer Fees.*
- c. *Finance Committee confirmed staff's recommendation to retain NBS to provide certain Proposition 218 services including preparing a parcel database, and printing, mailing and tabulating the Proposition 218 protest notices.*
- d. *Finance Committee recommended that staff solicit proposals from firms with public outreach experience to assist the City with informing the citizens on the needs for the Sewer Fee.*

C. Adjournment

1. *Meeting was adjourned at 5:55 PM*



"The City of Sausalito serves its people and promotes creativity in its unique waterfront community."

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

5:00 P.M. in the Administration Office at the City Hall
at 420 Litho Street, Sausalito, CA

Monday, April 6, 2009

(Summary comments from meeting in Bold, Italic)

5:10 P.M. CALL TO ORDER

A. Attendance

- 1. Mayor Jonathan Leone**
- 2. Councilmember Mike Kelly**
- 3. City Manager Adam Politzer**
- 4. Public Works Director Jonathon Goldman**
- 5. Interim Finance Director Charlie Francis**

B. Discussion Item

1. Sanitary Sewer Fee Study Implementation
 - a. Finance Committee reviewed proposals from 3 firms (The Lew Edwards Group, Tramutola, Daniel Mullin) with public outreach experience to assist the City with informing the citizens on the needs for the Sewer Fee.**
 - b. Finance Committee confirmed staff's recommendation to retain The Lew Edwards Group with the further direction to manage efficiently printing costs associated with citizens outreach.**

C. Adjournment

- 1. Meeting was adjourned at 5:55 PM**

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SAUSALITO FINANCE COMMITTEE

4:00 PM. in the Administration Office at the City Hall
at 420 Litho Street, Sausalito, CA

Wednesday, April 22, 2009

(Minutes/Recommendations in Bold, Italic)

4:00 PM. CALL TO ORDER

A. Meeting Called to Order at 5:05 PM

B. Attendance

1. Mayor Jonathan Leone
2. Councilmember Mike Kelly
3. City Manager Adam Politzer
4. Interim Finance Director Charlie Francis

C. Discussion Item

1. General Fund Revenue session

a. Presentation by Catherine Lew – staff will re-agenda item for further discussion as needed after budget reviews

2. Updates:

a. Public Safety Building Budget

i. Staff directed to inquire of City Attorney where in budget to disclose potential litigation

b. Sewer Fee / Proposition 218 Protest Hearing

i. After discussion of the calendar of actions, staff was directed to distribute talking points and FAQs to Council

c. Status of TOT Audit

i. Directed staff to work with City Attorney to enforce tax collection efforts against delinquent taxpayers/

3. FY 2010 Budget Preparation

a. Calendar setting

i. Directed staff to calendar Finance Committee Budget Hearings as follows:

1. Wednesday, May 6, 2009; 9 AM – Noon

2. Thursday, May 7, 2009 9 AM – Noon

3. Monday, May 11, 2009 5 PM – 7 PM



4. Thursday, May 14, 2009 9 AM – Noon

- b. Property Tax review and reconciliation services
 - i. Directed staff to continue with contract execution for services as proposed.***

4. Review Finance Committee Minutes

a. Approved Minutes:

i. March 16, 2009

ii. March 30, 2009 Special Meeting

iii. April 6, 2009 Special Meeting

5. Review Monthly/ Quarterly Financial Statements

- a. After questions on details, directed staff to forward quarterly financial report to City Council for acceptance.***

6. Review Quarterly Treasurer's Report

- a. After questions on details, directed staff to forward quarterly treasurer's report to City Council for acceptance.***

7. Review City Clerk position

- a. Directed staff to include request in 2009-10 budget***

D. Set Next Meeting Date

- 1. *Scheduled for Wednesday , May 20, 2009 at 9:00 AM (3rd Wednesday of month)*

E. Adjournment

- 1. **Adjourned at 6:30 PM**

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SAUSALITO FINANCE COMMITTEE

9:00 AM. in the Administration Office at the City Hall
at 420 Litho Street, Sausalito, CA

Wednesday, May 20, 2009

Recommendations and Directions to Staff (bold, italic)

9:00 AM. CALL TO ORDER

A. Attendance

1. *Mayor Jonathan Leone,*
2. *Councilmember Mike Kelly*
3. *City Manager Adam Politzer*
4. *ASD/T, Charlie Francis*
5. *PWD Jonathon Goldman*
6. *City Attorney Mary Wagner*

B. Discussion Item

1. Updates:

- a. Public Safety Building Budget
 - i. ***Reviewed with staff budget and change orders***
- b. Sewer Fee / Proposition 218 Protest Hearing
 - i. ***Reviewed proposed public participation status, reviewed and edited PPT.***
- c. Status of TOT
 - i. ***Directed staff to call county to inquire how, if to file a TOT tax lien; to call FDIC to determine status of note, foreclosure; gave assent for City Attorney to seek legal counsel.***

2. FY 2010 Budget Preparation

- a. Calendar setting
 - i. ***Discussion on materials to be presented to City Council on May 26.***

3. Review Finance Committee Minutes

- a. April 22, 2009 Regularly Scheduled Meeting
 - i. ***OK as submitted***

4. Review Monthly Financial Statements

- a. ***OK as submitted***

C. Set Next Meeting Date



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1. Sewer Fee Increase conference calls:
 - a. **Thursday, May 21, 2009 @ 4 PM**
 - b. **Thursday, May 28, 2009 @ 4 PM**
 - c. **Thursday, June 4, 2009 @ 4 PM**
 - d. **Thursday, June 11, 2009 @ 4 PM**
2. Budget Meetings
 - a. **As scheduled above**
3. Tentatively scheduled for Wednesday , June 17, 2009 at 9:00 AM (3rd Wednesday of month)
 - a. **Scheduled for Wednesday, June 17, 2009 at 9 am.**

D. Future Agenda Items

E. Adjournment

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SAUSALITO FINANCE COMMITTEE

9:00 AM. in the Administration Office at the City Hall
at 420 Litho Street, Sausalito, CA

Wednesday, June 17, 2009
(Recommendations in bold, italiz)

9:00 AM. CALLED TO ORDER

A. Attendance

1. *Mayor Jonathan Leone*
2. *Council Member Mike Kelly*
3. *City Manager Adam Politzer*
4. *Admin. Svcs. Dir. Charlie Francis*

B. Discussion Item

1. Updates:

- a. Public Safety Building Budget
 - i. ***Reviewed budget to actual report – no action***
 - b. Sewer Fee / Proposition 218 Protest Hearing
 - i. Follow up discussions from Protest hearing
 1. ***Draft press release to be emailed to Finance Committee for editing***
 - ii. Lifeline Rates
 1. ***Include Lifeline rates in press release***
 - c. Status of Casa Madrona
 - i. ***Update as to negotiations with FDIC for parking revenues and TOT revenues – staff directed to write a demand letter for parking revenues and to aggressively assert TOT tax lien revenue entitlement.***
2. FY 10 Budget Update
 - a. ***Reviewed action items for budget adoption – no action***
 3. Business License Definition
 - a. ***Staff directed to assert definition as business with professional and semi-professional callings be defined as "sole-Proprietorship"***
 4. Review Finance Committee Minutes
 - a. April 22, 2009 Regularly Scheduled Meeting
 - i. ***Review – no action***
 5. Review Monthly Financial Statements
 - i. ***Reviewed – no action***



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C. FY 09 Audit Schedule

i. Reviewed – no action

D. Set Next Meeting Date

1. Scheduled for Wednesday , July 15, 2009 at 9:00 AM (3rd Wednesday of month)

E. Future Agenda Items

1. None

F. Adjournment



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SAUSALITO FINANCE COMMITTEE

9:00 AM. in the Administration Office at the City Hall
at 420 Litho Street, Sausalito, CA

Wednesday, July 15, 2009

(Recommendations in Bold, Italic)

A. Meeting Called to Order at 9:20 AM

B. Attendance

- 1. Mayor Jonathan Leone**
- 2. City Manager Adam Politzer**
- 3. Administrative Services Director Charlie Francis**

C. Discussion Item

1. City of Inglewood Parking Administration / Enhanced Collection Agreement
 - a. **Presented by Charlie Francis and Police Administrative Sergeant Kurtis Skoog**
 - b. **Directed staff to proceed with agenda item to CC and to include sole-source justification, and ensure that there is a reasonable City cancellation clause**
2. Updates:
 - a. Public Safety Building Budget
 - i. **Committee reviewed current invoices and change orders – no action**
 - b. Sewer Fee / Proposition 218 Protest Hearing
 - i. Follow up discussions from Protest hearing
 1. **Committee reviewed status – no action**
 - ii. Lifeline Rates
 1. **Directed staff to have lifeline rate policy and procedure in place by November**
 - c. Status of Casa Madrona
 - i. **Reviewed status of submitted invoices and demands for payment**
3. Revised Purchasing Policy and Procedures
 - i. **Directed staff to research purchased services bidding and return to Finance Committee with improved ordinance**



4. Revised Transient Occupancy Tax Ordinance
 - a. **Directed staff to proceed with updates to Transient Occupancy Tax Ordinance**
 - b. **Directed staff to collaborate with Hospitality Committee and Chamber of Commerce regarding enforcement of lodging providers operating without respective permits, licenses and TOT administration**
 - c. **Directed staff to develop an enforcement program for TOT scofflaws**
5. Revised Business License Ordinance
 - a. **Directed staff to continue with developing a scope of work and proposed financing of a long-term financial plan so as to identify whether a revised Business License Ordinance, or other revenue raising mechanism is required for future fiscal sustainability**
6. Antenna leases
 - a. **Directed staff to proceed with site audit to determine equipment on public property and compliance with leases and conditional use permits**
7. Amy Belser service credit
 - a. **Directed staff to conduct further research and continued discussion to a future meeting**
8. Banking Services – Positive Pay
 - a. **Directed staff to proceed with Positive Pay implementation**
9. Review Finance Committee Minutes
 - a. April 22, 2009 Regularly Scheduled Meeting
 - i. **Accepted Minutes as written**
10. Review Monthly Financial Statements
 - a. **Reviewed end-of-year General Fund statements (without end-of-year accruals)**
11. FY 09 Audit Report
 - a. **Scheduled August 6 , 2009 for meeting with auditors to review SAS 114 required communications (on audit planning, scope & fraud considerations).**
12. **Scheduled for Wednesday , September 16, 2009 at 9:00 AM (3rd Wednesday of month)**

D. Adjournment



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