

## **FINANCE COMMISSION WORKPLAN**

### **Future Agenda Items Work Plan (Approved September 26, 2016)**

These agenda items will be reviewed and updated by the Finance Commission at each meeting:

January 2017

- Review audit reports FY 2016 - **Completed**

February 2017

- Sales tax annual oversight report (including auditor's report) FY 2016 Utilities tax annual oversight report (including auditor's report) FY 2016 - **Completed**
- Landscape and Lighting Districts FY 2018 - **Completed**
- Quarterly review 2Q FY 2017 (completed in February 2017) - **Completed**

March 2017

- Review Financial Policies approved by City Council - **Completed**

April 2017

- Expenditures Budget Plan FY 2018 - **Completed**

May 2017

- Quarterly review 3Q FY 2017 - **Completed**
- Budget FY 2018 - **Completed**
- Capital budget FY 2018-22 - **Completed**
- Measure A & O - **Completed**

June 2017

- Diagnostic Tool - **Completed**
- Budget FY 2018 - **Completed**
- Capital budget FY 2018-22 - **Completed**

July 2017

- None

August 2017

- None

September 2017

- None

October 2017

- Long Term Financial Forecast - **Completed**

November 2017

- Quarterly review 1Q FY 2018 - **Completed**
- Presentation from Parks & Recreation Director - **Completed**
- Presentation on updated Long Term Finance Forecast - **Completed**

December 2017

- None

January 2018

- Election of Chair and Vice Chair - **Completed**
- Appointment of Measure O and Measure B Sub-Committee – **Completed**
- Parks and Recreation Sub-committee update – **Completed**

February 2018

- Cost Allocation Presentation - **Completed**
- Mid-Year Review - **Completed**
- Review and Completed CA FR - **Completed**
- Measure B&C Report by Sub-Committee - **Completed**

March 2018

- Review of updated Long Term Financial Plan - **Completed**

April 2018

- Review First Look of Revenue and Expenditures - **Completed**
- Review Finance Commission meeting schedule for budget review - **Completed**
- Parks and Recreation Sub-Committee update – **Completed**

May 2018

- Review Proposed FY 18-19 Budget

June 2018

July 2018

August 2018

- Quarterly Financial Review

September 2018

October 2018

- Bartels and Associates presentation regarding the Pension Trust
- Quarterly Financial Review

#### **Work Plan Items Need to Schedule (approved September 26, 2016)**

- Municipal financial health diagnostic tool
- Cost allocation plan - **Completed**
- Website - **Completed**
- Auditor FY 2018 RFP - **Completed**
- Budget software
- Financial reports

#### **Future Agenda Items Not on Work Plan – need staff to add items discussed 1.12.17**

- Finance Department staffing (agenda 1.12.17)
- Format Quarterly Reports (agenda 1.12.17)