

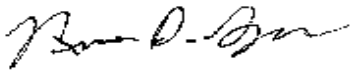
# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Richard D. Spitler, City Manager  
**DATE:** January 20, 2015  
**SUBJECT:** Establishing a City Council Finance Sub-Committee and Defining its Role, Duties and Responsibilities

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APPROVAL FOR FORWARDING:




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Richard D. Spitler, City Manager

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1 **ISSUE:** Consideration of a Resolution Establishing a Finance Sub- Committee and  
 2 defining its role, duties and responsibilities.

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 4 **RECOMMENDATION:** Adopt Resolution and Appoint Two Councilmembers.

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 6 **BACKGROUND/DISCUSSION:** In April 2014, the City Council adopted goals,  
 7 objectives and priority projects for Fiscal Year 2014-15. Goal #1 is to maintain and  
 8 enhance the economic vitality of the community and the financial stability of the City.

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 10 In order to achieve Goal #1, it is recommended that a Finance Sub-Committee be  
 11 established as an advisory committee to the City Council to review financial issues that  
 12 can be reasonably addressed by the City of Calistoga.

13  
 14 The role of the Finance Sub-Committee would be to provide input to Council and staff  
 15 regarding financial policy and process issues, such as the following:

- 16 • Annual review of the Comprehensive Annual Financial Report with  
 17 recommendations as appropriate.
- 18 • Annual review of the investment policy with recommendations as appropriate.
- 19 • Quarterly review of the City's investments with recommendations as appropriate.
- 20 • Review of the Long-Range Budget Forecasting to determine long-term financial  
 21 sustainability with recommendations as appropriate.
- 22 • Review of the unfunded side fund for all employees under CalPERS.
- 23 • Establishing a trust for Other Post-Employment Benefits.
- 24 • Annual review of the fee structure for use of city facilities and parks.

26 Staff suggests that the Finance Sub-Committee be made up of two councilmembers,  
27 the City Manager and the Administrative Services Director. The two councilmembers  
28 would have alternating two-year terms and would meet monthly or as necessary to  
29 accomplish assigned tasks.

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31 As such, staff recommends that the Council adopt the attached Resolution establishing  
32 the Finance Sub- Committee and defining its role, duties and responsibilities.

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34 **FISCAL IMPACT:** There is no direct budget implication of establishing a Finance  
35 Committee, but subsequent implementation of finance initiatives may require that  
36 General Fund dollars and staffing be directed to those efforts. If so, the City Council will  
37 review and approve such subsequent budget allocations at public meeting.

38

39 **ATTACHMENT:**

40 1. Draft Resolution

**RESOLUTION 2015-XXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, ESTABLISHING A CITY COUNCIL FINANCE SUB-COMMITTEE AND DEFINING ITS ROLE, DUTIES AND RESPONSIBILITIES**

**WHEREAS**, in April 2014, the City Council adopted goals, objectives and priority projects for Fiscal Year 2014-15. Goal #1 is to maintain and enhance the economic vitality of the community and the financial stability of the City; and

**WHEREAS** In order to achieve Goal #1, it is recommended that a Finance Sub-Committee be established as an advisory committee to the City Council to review financial issues that can be reasonably addressed by the City of Calistoga.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Calistoga hereby establishes a Finance Sub-Committee consisting of two councilmembers, the City Manager and the Administrative Services Director. The two councilmembers would have alternating two-year terms and would meet monthly or as necessary to accomplish assigned tasks. The two councilmembers shall be appointed to this Sub-Committee by the City Council based upon a motion by the Mayor.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the role of the Finance Sub-Committee is to provide input to Council and staff regarding financial policy and process issues, such as the following:

- Annual review of the Comprehensive Annual Financial Report with recommendations as appropriate.
- Annual review of the investment policy with recommendations as appropriate.
- Quarterly review of the City's investments with recommendations as appropriate.
- Review of the Long-Range Budget Forecasting to determine long-term financial sustainability with recommendations as appropriate.
- Review of the unfunded side fund for all employees under CalPERS.
- Establishing a trust for Other Post-Employment Benefits.
- Annual review of the fee structure for use of city facilities and parks.
- Other matters that the City Council directs them to evaluate.

The councilmembers of this Sub-Committee shall not have authority to make financial decisions on any matter. However they can make recommendations to City staff or the City Council at public meeting for their consideration.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at a regular meeting held this **3rd of February, 2015** following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**CHRIS CANNING, Mayor**

**ATTEST:**

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**KATHY FLAMSON, Deputy City Clerk**