



STAFF REPORT

DATE: January 2, 2018

REGULAR

ITEM #14

TO: Honorable Mayor and City Council
FROM: Brian A. Swanson – Finance Director
AGENDA ITEM: 2018 Finance Committee Work Plan
REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

Each year, staff and the Finance Committee prepare an annual work plan for financial related City initiatives and goals. The Finance Committee reviewed the 2018 work plan in November of 2017. The City Council typically reviews the work plan and provides comments as needed about tasks and priorities. The primary intent of the work plan is to help prioritize the initiatives and goals related to City related financial matters over the course of 2018. In addition, this plan helps keep the Finance Committee informed about the internal planning related activities and projects that will be undertaken by the staff over the coming year. This is a working document that provides guidance to the Finance Committee and City Council yet has the flexibility to respond to priorities as they emerge. It will also help the Finance Committee and staff to gauge its progress at achieving some of its goals for the year.

ISSUE BEFORE THE CITY COUNCIL:

Does the City Council have any amendments, comments or questions regarding the attached 2018 Finance Committee Work Plan?

DISCUSSION:

Subsequent to the approval of the 2018 Finance Committee Work Plan, below are additional items for consideration in 2018:

- 1) Possible reestablishment of the EDA and issuance of lease revenue bonds for facility purchase.
- 2) Assessment Policy revision
- 3) Request for Proposal for Audit Services and Bond Counsel

FISCAL IMPACT:

Certain items on the work plan may require outside assistance and costs, such as implementation of credit card and on-line payment options. As items or projects materialize, staff will seek direction, as appropriate prior to utilizing such assistance.

OPTIONS:

- 1) Accept the 2018 Finance Committee Work Plan.
- 2) Amend and then Accept the 2018 Finance Committee Work Plan

RECOMMENDATION:

“Motion to approve the 2018 Finance Committee Work Plan.”

ATTACHMENTS:

- 1) 2018 Finance Committee Work Plan



2018 Finance Committee Plan of Work

Meeting Date	Project/Task	Priority (1-5, with 1 being highest)
January	Discussion on Components of Long Range Plan for General Fund	1
	WAC/SAC Review	2
	Election of Officers	1
February	Park Dedication Fund Policy	2
	Purchasing Policy Review	2
March	2018 Bonding Projects	1
	Credit Card and Online Payment Options	1
April	General Fund Long Range Plan Update	1
	Utility Pro Forma Update	1
	1 st Quarter Financials	1
May	2017 Audit	1
June	2019-2023 CIP	1
	Finalize Assumptions for General Fund Long Range Plan	

July	2019 GF Operating Budgets	1
	2 nd Quarter Financials	1
	Utility Pro Forma Update	1
August	2019 GF Operating Budgets	1
	2019 Utility Budgets	1
	2019-2023 CIP	1
September	2019 Utility Budgets	1
October	3 rd Quarter Financials	1
	2019 Fee Schedule	
	Utility Pro Forma Update	1
November	2019 Work Plan	1
	2019 Fee Schedule	1
December		