

**TOWN OF SAN ANSELMO
STAFF REPORT
July 17, 2012**

For the Meeting of July 24, 2012

TO: Town Council
FROM: Debra Stutsman, Town Manager
SUBJECT: Appointments to Financial Advisory Committee

RECOMMENDATION

That Council appoint two members to serve on the Financial Advisory Committee.

BACKGROUND

Per Resolution 3998 (Attachment #1), the Town Council has established a Financial Advisory Committee with the charge to review and become familiar with the Town's financial position, budget, resource allocations and expenditures, and to make recommendations to the Town Council. The membership includes five members of the community and two Councilmembers. It is expected that the committee will meet for six months before reporting back to the full Town Council.

Respectfully submitted,

Debra Stutsman

Debra Stutsman
Town Manager

Attachment:

Resolution 3998

RESOLUTION NO. 3998

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
DEFINING THE FRAMEWORK AND TIMELINE FOR THE
FINANCIAL ADVISORY COMMITTEE**

WHEREAS, the Town Council and management staff held a Strategic Planning session on January 13, 2012 outlining accomplishments for 2011 and ideas for short, medium and long-range goals for the future; and

WHEREAS, in the same session the Council outlined their priorities in a number of areas, including infrastructure, technology, community facilities, shared services, financial/budgetary priorities, public/private partnerships and Town rules and processes; and

WHEREAS, a Town Hall meeting was held on Saturday, March 10 to obtain community input on the Council's 33 goals outlined for the medium term, two to six years, with 40 attendees voting for their top ten priorities; and

WHEREAS, a survey was prepared that listed the 33 medium term goals and participants were asked to identify the ten goals that represent their highest priority, with approximately 300 community members participating in the survey; and

WHEREAS, one of the top ten goals, as voted by survey participants, was to create a budget advisory committee composed of one or two Councilmembers and citizens to review the Town's financial position and make resource allocation and budget recommendations.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Council establishes a Financial Advisory Committee, as follows:

1. **Charge:** The charge of the Financial Advisory Committee is to review and become familiar with the Town's financial position, budget, resource allocations and expenditures, and to make recommendations to the Town Council.
2. **Goal and Purpose:** To ensure that the Town's financial position is open and transparent and engages citizens in the process of allocating the Town's limited resources.
3. **Objectives:** The objectives of the Committee are to:
 - a) Review the Town's current budget, become familiar with the budget structure, including the General Fund and other funds, sources of revenue and current expenditures.

- b) Recognize and identify the Town's primary unmet needs, which may include infrastructure repair, community facilities, community programs and events, transportation and traffic issues, median upgrades or code enforcement, as identified in the Strategic Planning survey, as well as other needs.
 - c) Make recommendations to the Town Council regarding how best to accomplish and fund the Town's priority needs.
4. Organization: Five (5) members, representing a wide variety of the community, including families, professionals, seniors, etc. The Committee will include two (2) Councilmembers, with two (2) designated Town staff liaisons (Town Manager and Finance and Administrative Services Director) serving in an advisory capacity only. The community seats on the committee will be advertised in the local media, Town website and Town newsletter, and candidates will be interviewed and appointed by the Town Council.
5. Timeline: The Committee will meet for a period of six (6) months after which time they will report back to the Town Council on their findings.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the 10th day of July, 2012, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom McInerney, Mayor

ATTEST:

Barbara Chambers, Town Clerk