

Finance Commission 2025 Work Plan

Items	Projects	Assignments	Frequency	Finance Commission Target Date(s)	Notes
1	General Fund Reserve Fund Policy	Review current policy and consider recommendations related to how funds should be classified going forward in FY 2025/26.		3/10/2025	Review of policy should inform the 2025-26 fiscal year budget.
2	Educational Development	Schedule a joint meeting of the Finance Commission and Town Council to provide education on local government budgeting and financial reporting.		Tentative 5/12/2025, Based on Consultant and Council availability.	Consider bringing in experts from the GFOA to conduct this in person training.
3	OPEB Review	Perform a due diligence review of OPEB investment program.		10/13/2025	Third party review of OPEB program.
Multiyear Projects					
4	Council Priority Scorecard	Continue the work of the ad hoc committee to discuss framework for a Council scorecard and start developing top level metrics for consideration which can be supported by existing data systems.		6/9/2025	This process will be iterative to be able to frame appropriate measures which can be readily maintained.
5	Five-Year Capital Improvement Program	Establish the structure for a multi-years CIP which will focus on identifying current and future capital needs, determine the funding level required to support those needs, and start moving towards a comprehensive approach to capital planning.		10/13/2025	This will be a multiyear process due to the many pieces that need to be integrated for a comprehensive capital plan.
6	Review the Scope of the Comprehensive Fiscal Impact Analysis	Comprehensive Fiscal Impact Analysis including Scenario Sensitivity Analysis with Risks and Opportunities which will evaluate the potential fiscal impact of planned growth.		TBD Based on Community Services Director Timeline	This process is led by the Community Development Department.
Required by Town Code Section 2.50 or Other Council Policy					
A	Five-Year Forecast	Discuss Assumptions for the Five-Year Forecast	Annually	2/10/2025; 3/10/2025 Report Back on Council Action	
B	Operating and Capital Budget	Review and Make Recommendations on the Proposed Annual Budgets	Annually	4/28/2025; 5/5/2025; 5/12/2025 (Published on 4/21/2025 - No Meeting)	
C	Mid-Year Budget	Review and Make Recommendation on the Mid-Year Report	Annually	2/10/2025	
D	Audit Plan Review	Pre-Audit Meeting	Annually	9/8/2025	
E	Annual Comprehensive Financial Report	Review and Make Recommendations on the Draft Annual Comprehensive Financial Report	Annually	12/1/2025; 12/8/2025	
F	State Controller Financial Transaction Report	Review and Make Recommendations on the Town Draft Financial Transaction Report	Annually	1/13/2025	
G	Measure G Revenue and Expenditure Report	Receive Measure G Revenue and Expenditure Report	Annually	3/10/2025	
H	Single Audit Report	Receive Single Audit Report if applicable	Annually	3/10/2025	
I	Financial Policies	Review and Make Recommendations on the Investment Policy	Annually	3/10/2025	
J	Financial Policies	Review and Make Recommendation on the General Fund Reserve Policy	As Needed	3/10/2025	
K	Investment Performance	Receive Monthly Financial and Investment Report	Monthly	1/13/2025; 2/10/2025; 3/10/2025; 4/14/2025; 5/12/2025; 6/9/2025; 8/11/2025; 9/8/2025; 10/13/2025; 11/10/2025; 12/8/2025	Consent Item
L	Pension and OPEB Trust Funds Performance	Receive Performance and Account Summary Reports for CERBT and CEPPT	Quarterly	3/10/2025; 6/9/2025; 9/8/2025; 12/8/2025	Consent Item
M	CalPERS Actuarial Reports	Receive CalPERS Annual Actuarial Reports	Annually	10/13/2025	Consent Item
N	OPEB Actuarial Analysis	Receive OPEB Actuarial Analysis	Every Two Year	N/A	
O	CalPERS Performance	Receive CalPERS Public Employees' Retirement Fund (PERF) Preliminary Performance Report	Annually	12/8/2025	Consent Item