



## SUMMARY MINUTES OF THE FISCAL SUSTAINABILITY TASK FORCE

**MEETING - February 23, 2017**

A regular meeting of the Fiscal Sustainability Task Force was held on February 23, 2017, in the Shannon Community Center. The meeting commenced at 6:02 PM.

### **Roll Call**

PRESENT: Dan Mendoza, George Zika, Jason Canapp, Jean Josey, Joe Washington (alt.), Matthew Lopez (alt.), Mike Grant, Ravi Banda (alt.), and Rebecca Mammen (alt.)

ABSENT: Chih Chi Chu, Kristian Reyes

### **1. Convene the Meeting**

Assistant City Manager Linda Smith welcomed the Task Force and asked for a moment of silence to honor Alameda County Sheriff's Deputy Michael Foley. Ms. Smith then introduced the meeting facilitator Greg Larson.

### **2. Review and Approve Ground Rules**

Mr. Larson introduced Rebecca Mammen, who serves as an alternate, to the group. Mr. Larson reviewed the agenda and introduced the ground rules which the Members approved.

### **3. Getting to Know Each Other**

Mr. Larson led the Members in an exercise to learn more about one another.

### **4. Financial Forecasting Presentation**

Administrative Services Director Colleen Tribby provided an overview of the City's Financial Forecasting, which included economic changes that have occurred in the past three years, goals of the 10-year forecast, revenue and expenditure assumptions, reserves, and long-term liabilities. Director Tribby also provided an update on the City's progress on specific focus areas under the City Council's Fiscal Sustainability initiative.

### **5. Questions and Discussion**

Members raised several questions around maintenance costs, reserves, user fees, leases, taxes, employee retirement benefits, and cost recovery.

### **6. Capital Improvement Plan Overview**

Assistant Public Works Director & City Engineer Andrew Russell presented an overview of the City's Capital Improvement Program (CIP). The presentation included information on the CIP process, funding sources, and specific projects (highlighting large Park and Street projects), as well as a quick

review of the projects included in the CIP that are funded by the General Fund (both current and future projects).

## **7. Questions and Discussion**

Members raised several questions related to street project updates, parks, maintenance, funding, and funding sources.

## **8. Debrief and Adjourn**

Mr. Larson provided a debrief of the meeting and reviewed the takeaways, which included information about fees and cost recovery, reserve allocation for the cemetery, parks maintenance, reserve policies, and retirement benefits, and City Council budget hearings.

The meeting ended at 9:00 p.m.