

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.		5/12/2024	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.
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	

0	CalPERS Performance	Receive CalPERS Public Employees' Retirement Fund (PERF) Preiminary Performance Report	Annually	12/8/2025	Consent Item
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