

Memo

To: Roseville Finance Commission
From: Michelle Pietrick, Finance Director
Date: March 9, 2021
Re: Items for discussion at a Joint meeting with City Council.

Background

The Finance Commission usually has a joint meeting with the City Council for purposes of reviewing the Commission's activities during the past year, to receive any Commission guidance or recommendations, and to discuss the Commission's discussion topics moving forward. In 2020, the only joint meeting was the presentation of the Commission's recommendations on the budget.

Attachment A, is a memo from Commissioner Bester which examined the scope, duties and functions of the Commission. This is a topic for discussion with the City Council. The Finance Commission is asked to review topics to discuss with the City Council. A joint meeting can be scheduled for either April 26th, or May 3rd.

Staff Recommendation

Not applicable

Requested Commission Action

For discussion on topics and preparation of recommendations for City Council consideration at a Joint City Council-Finance Commission meeting.

Prepared by: Michelle Pietrick, Finance Director
Attachments: A: Scope Duties and Function memo from Commissioner Bester
B: Finance Commission Annual work plan 2021

Roseville Finance Commission Scope Duties and Functions

The purpose of this project is to examine the Scope Duties and Functions as written and provide thoughts, observations and possible recommendations.

On 12/12/20 the Finance Commission received a written communication from a citizen regarding “Finance Commission Involvement”. The essence of the issue was – If and when the Finance Commission gets involved in financial decisions. This communication, and my first months of service on the Finance Commission, caused me to question whether the Finance Commission is fulfilling the scope, duties and functions as written in Chapter 208 of the Commissioner’s Handbook.

I need to keep in mind that the purpose of the Finance Commission is advisory in nature. It is not an oversight or supervisory commission.

Nevertheless, there are times when I am left with a sense of being downstream from some of the financial activities of the city. That of course, begs some specific examples.

Function F of the Scope, Duties and Functions calls for “Review of the annual financial information, annual audit and management letter.” My question is about the timing of this review. This year the Finance Commission is scheduled to review the audited financials on June 8, 2021. This follows the City Council review of same on May 3, 2021. And, of course well after the audit field work has been completed. I am not sure what value we bring after the fact, perhaps we could discuss to clarify.

The sale of fire station was also mentioned in the written communication to Finance Commission. This would probably rise to the level review of a key financial transaction.

Finance transactions do not occur in isolation; there are other departments and commissions involved in creating key financial actions. Seems to me that to do the best job we can as Finance Commissioners, we need to be aware of key connections to other commissions. Recent example of how this was done well was 11/4/20 memo from Michelle Pietrick to Finance Commission suggesting that we watch the 10/19/20 City Council meeting for background on Utility Rate Study, for discussion at Finance on 11/10/20. The City Council meeting of 12/7/20 provided key information about the bond issue for water improvements and refinance of fire station. Probably not feasible to “attend” all commission meetings. Not sure how best to be connected when and where we should. Perhaps more discussion?

In the end, I am curious whether Michelle and the City Council are satisfied that the Finance Commission is meeting expectations, especially with regard to the Scope, Duties and Functions. What could or should we be doing to do better or provide greater value?

Prepared by Bruce Bester
e-mail to John Murray 2/28/21

e-mail to Michelle Pietrick 3/1/21

Roseville Finance Commission

2021 Meeting Topics & Calendar

Month	Discussion Topic (Tentative)
January 12	<ul style="list-style-type: none"> ▪ Post Issuance Debt Compliance Policy ▪ CARES Act Final Funding Status Report
February 9	<ul style="list-style-type: none"> ▪ Update on Solar project results – Public Works Director ▪ Update on Recycling – Public Works Director
March 9	<ul style="list-style-type: none"> ▪ Select Chair, Vice-Chair, and Ethics Commission Representative ▪ Review 2020 Investment Portfolio performance
April 13	<ul style="list-style-type: none"> ▪ Review 2020 preliminary year-end cash reserve levels ▪ Discuss items for Joint City Council-Finance Commission meeting
May 11	<ul style="list-style-type: none"> ▪ 2022-2041 Capital Improvement Plan review #1 of 2 ▪ Campus Facilities Tour
June 8	<ul style="list-style-type: none"> ▪ 2022-2041 Capital Improvement Plan review #2 of 2 ▪ Review 2020 Audit Reports ▪
July 13	<ul style="list-style-type: none"> ▪ Review 2022 Budgetary Impacts and City Council Priorities ▪
August 17	<ul style="list-style-type: none"> ▪ Discuss the 2022 City Manager Recommended Budget & Tax Levy ▪ Discuss Items for Joint City Council-Commission Meeting
September 14	<ul style="list-style-type: none"> ▪ Establish Recommendation on 2022 City Manager Recommended Budget & Tax Levy ▪ Establish Recommendation on 2022-2041 Capital Improvement Plan ▪ Finalize Discussion Items for the Joint City Council-Finance Commission Meeting
October 12	<ul style="list-style-type: none"> ▪ Update on the Council-adopted 2022 preliminary Budget & Tax Levy ▪ Review and adopt a recommendation on the 2022 proposed utility rates ▪
November 9	<ul style="list-style-type: none"> ▪ Adopt 2022 Meeting Calendar ▪ Adopt 2022 Work Plan ▪
December 14	<ul style="list-style-type: none"> ▪ ▪