

Memo

To: Roseville Finance Commission
From: Michelle Pietrick, Finance Director
Date: September 14, 2021
Re: Item #3: Approve the Minutes from the August 25, 2021 Meeting

Background

As an advisory commission to the City Council, the Finance Commission's discussions and recommendations play an important role in setting City policies and influencing decisions on programs and services.

To ensure an accurate historical account of the Finance Commission's activities are preserved, the City maintains a practice of keeping meeting minutes. The attached file contains the draft minutes from the August 25, 2021 meeting. The Commission is asked to review the minutes and identify any typos, errors or inaccuracies of the discussion that took place.

Where applicable, Commission members are asked to identify any necessary corrections at the meeting. The Commission should subsequently vote to approve the amended (if necessary) minutes. Once the minutes are approved, they become part of the City's permanent records.

Staff Recommendation

Review the draft minutes.

Requested Commission Action

Amend (as necessary) and approve the Finance Commission meeting minutes for the August 25, 2021 meeting.

Prepared by: Michelle Pietrick, Finance Director
Attachments: A: Draft Minutes from the August 25, 2021 Finance Commission Meeting

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**Finance Commission
Meeting Minutes
DRAFT – August 25, 2021 - DRAFT**

Roll Call/Announcements

The Finance Commission (FC) meeting was called to order at 6:30 p.m. Vice Chair Sagisser requested staff call the roll.

Commissioners Present: Bruce Bester, Rachel Japuntich, Ryan Lee, John Murray, Dan Sagisser

Commissioners Absent: Siafa Barclay, Wanda Davies

Staff Present: Finance Director Michelle Pietrick

Receive Public Comments

There being no one present wishing to speak to the Commission on an item not on the agenda, the Chair moved to the next agenda item.

Approval of Meeting Minutes

Vice Chair Sagisser stated on line 238 the sentence should read “Chair Davies indicated she would not be at the meeting in person so Commissioner Sagisser would be ~~in charge~~ chairing and she could ZOOM in if possible”.

Commissioner Japuntich moved, seconded by Commissioner Murray to approve the July 13, 2021, meeting minutes as amended. **The motion carried unanimously.**

Receive Finance Commission Recommendations Tracking Report

Commissioner Bester reviewed the Finance Commission recommendation Tracking report with the Commission.

Commissioner Bester suggested the Commission close out the Investment Policy language because it has been accepted in part and rejected in part. He did not see this as continuing to require action. He also asked the Commission close out 2021 unless a Commissioner sees that differently.

The Commission concurred with Commissioner Bester’s recommendations.

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91

Review and Discuss Cash Reserve Levels

Finance Director Pietrick reviewed the Cash Reserve levels and asked the Commission to discuss and approve the revised Operating Fund Reserve Policy.

Commissioner Bester explained the last time when the Commission talked about having a fifty percent reserve, he calculated that they were three million dollars off the mark so if this goes to twenty-five will it be pretty close to being adequately funded.

Ms. Pietrick indicated that was correct. She explained right now the fund is still a little shy, but it is something for the City to aim to achieve within the next three to five years.

Commissioner Japuntich moved, seconded by Commissioner Murray to approve the redline operating fund reserve policy as written and propose to Council. **The motion carried unanimously.**

Review and Discuss 2022 City Manager Recommended Budget & Tax Levy

Finance Director Pietrick reviewed the 2022 City Manager recommended Budget and Tax Levy with the Commission.

Commissioner Bester thought the format was very useful. He indicated he put together a spreadsheet to try to track the tax supported and the fee supported funds and when he tallies up all of the expenses for the fee supported items, he came up long by \$550,000 which is exactly the EDA General Fund. He asked if the EDA was a part of the budget for approval.

Ms. Pietrick indicated the City Council and City Manager want the two budgets' separate. The EDA budget has to go to the EDA Board, and they will take action first.

Commissioner Bester indicated when he tallied all of the revenues from the packet, he was well over a million dollars different, and he did not know what that difference was from.

Ms. Pietrick explained the EDA monies have to be taken out and then he needs to factor in the transfers in.

Commissioner Bester indicated he did that, but he needed to figure that out in order for it to flow and make sense.

Ms. Pietrick asked if the difference was from tax supported revenues.

Commissioner Bester explained when he added up the revenues from both the tax supported and the fee supported, he was short of the City Manager's recommendation.

92 Ms. Pietrick indicated she would have to take a look at that.

93

94 Commissioner Bester asked with regard to sources and uses, do those two have to be equal.

95

96 Ms. Pietrick indicated those did not have to be equal. In the case of the various Capital Project
97 funds the City levy's but may spend more in one year and less in another year. The City is using
98 or adding to reserves and with enterprise funds, one would hope the revenues would exceed the
99 expenses by a little bit or at least equal.

100

101 Commissioner Murray indicated there has been a fair amount of new construction in the City
102 going on and he wondered how much of that has there been that has been added to the tax base.

103

104 Ms. Pietrick indicated she did not have the information in front of her and can send the
105 Commission an email with the new construction value. That is built into the overall expansion
106 of the tax base.

107

108 Commissioner Bester noticed there was not a budget for safety loss control, and he wondered if
109 the reserves were ok with that.

110

111 Ms. Pietrick indicated that fund is being moved into the Fire Department fund this year. She
112 noted if the Commission had any more questions before the next meeting to send her an email.

113

114 Commissioner Bester asked for Ms. Pietrick to educate the Commission a little better on sources
115 and uses.

116

117 Ms. Pietrick reviewed some of the funds that have expenses for different uses with the
118 Commission.

119

120 Commissioner Japuntich indicated regarding the tax levy, in attachment B there is a bar graph
121 showing the proposed City Tax Levy increase. When it lists off the percentages, she wondered if
122 that was the actual tax levy or the increase per year.

123

124 Ms. Pietrick explained the City is raising the tax levy, by 4.92 percent and the City will certify
125 that to the County and the County will spread the levy across all property within Roseville, both
126 residential and commercial.

127

128 **Staff Update**

129

130 Ms. Pietrick indicated the Commission is asked to complete their surveys and send back to the
131 City. She noted this will be the last meeting for Commissioner Japuntich so an opening for the
132 Commission will be posted. She indicated there are also various other openings on other
133 Commissions.

134

135

136 **Identify Discussion Items for the Future Meeting (September 2021)**

137
138 Ms. Pietrick reviewed future meeting items and suggested deleting reviewing the CIP
139 recommendation as that was previously done. Chair Davies had asked about Antennae Lease
140 revenues and that could be added to the September agenda.

141
142 Commissioner Murray was not sure if he would be able to make the September meeting.

143
144

145 **Adjourn**

146
147 Commissioner Bester made a motion, seconded by Commissioner Japuntich to adjourn. The
148 **motion passed unanimously.**

149
150 Meeting adjourned at 7:28 p.m.