

**Finance Commission
Meeting Minutes
June 9, 2020**

Roll Call/Announcements

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

Commissioners Present: Siafa Barclay, Bruce Bester, Wanda Davies, Ryan Lee, John Murray, Jack Reif, Dan Sagisser

Commissioners Absent: None.

Staff Present: Finance Director Michelle Pietrick

Administer the Oath of Office for Finance Commissioners Siafa Barclay and Bruce Bester

Chair Murray administered the Oath of Office to new Commissioners Siafa Barclay and Bruce Bester.

The Commissioners introduced themselves.

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

Chair Murray stated there was a comment by a member of the audience which he believed was Cynthia White and wondered if her name should be added.

Ms. Pietrick indicated she could add Ms. White's name if she were the one who spoke.

Commissioner Davies indicated on line 47 the word should be Commissioner and not Commission.

Commissioner Reif moved, seconded by Commissioner Sagisser to approve the March 10, 2020 meeting minutes as amended. **The motion carried unanimously.**

Staff Update and Receive Finance Commission Recommendations Tracking Report

Finance Director Pietrick reviewed Council updates that relates to the Finance Commission.

Chair Murray noted he watched the Council meeting regarding the investment policy and there was a considerable body of research done on that, but he noticed Ms. Pietrick did not make any comments.

Ms. Pietrick thought the report stood for itself and it was up to the Council to decide one way or the other. At this point in time it could always be brought back at a future date, but she left it up to the Council.

Chair Murray thought maybe there could be a meeting scheduled with the Council at some point to discuss that. There was a considerable amount of research done over the last three years and it should work.

Commissioner Sagisser reviewed the tracking report with the Commission.

Review 2019 Year-End Cash Reserve Levels

Finance Director Pietrick indicated the 2019 audit has been completed and have identified the fund balances that were available in excess of the maximum targets for the Parks and Recreation Funds, Communications Fund, IT Fund, and the License Center. All four of those funds have balances in excess of their max which is 15-30 percent depending on the fund and the Council did approve transferring a total of \$778,995 from those funds into the Cash Reserve Fund. The new Cash Reserve fund was created as a part of the Operating Fund Reserve Policy on April 27, 2020.

Ms. Pietrick discussed the staff report with the Commission.

Chair Murray asked if the Commission heard anything from the Parks and Recreation Commission about the percentage amount the Finance Commission set for this fund.

Ms. Pietrick indicated she has not heard anything from them and can follow up on this.

Commissioner Sagisser asked if there was an error on the sheet because he noticed that the high and low target are the same for Parks and he thought it was fifteen and twenty-five.

Ms. Pietrick believed that was something that was supposed to go back to the Commission.

Commissioner Bester asked if all of the low targets were combined it would be \$221,000 above the minimum for the low targets or if all high targets are used it would be \$1.8 million short.

Ms. Pietrick explained not necessarily. These are stand-alone funds and with four of them being over the high level and one being below the low level those accounts cannot be added together.

Commissioner Bester asked if any of the short falls affect the AAA Bond rating.

Ms. Pietrick indicated that is one of the reasons why she encouraged the Council to transfer the dollars to the General Fund so the minimum side of the target for that fund is being hit. She noted it will not affect the city's bond rating.

COVID-19 Potential Impacts

Finance Director Pietrick stated the city has had to cease operations in a number of areas since the middle of March due to the pandemic. She reviewed some of the impacts to the City, including the License Center, Parks and Recreation, and the Community Development Department. She indicated at this point City Staff is continuing to monitor the revenue losses which is the biggest impact for Roseville.

Ms. Pietrick indicated the License Center has opened by appointment only on June 1st.

Commissioner Murray indicated he read that new car sales are down which is a substantial part of the License Center revenue and he wondered if revenue was still coming in for that.

Ms. Pietrick explained the License Center is still doing title work because people are selling to other people and Enterprise Car Rental has to obtain tabs for all of their vehicles. There have been a number of dealers that are still sending work their way. The License Center did cut its contract with the courier and are sending staff out to pick up that work and saving some expenses there.

Staff Update

Finance Director Pietrick indicated due to COVID-19 the City audit is taking significantly longer but staff is anticipating a clean opinion. The auditors are presenting the audit to the city Council on July 13th.

Identify Discussion Items for Future Meetings

Chair Murray stated the next agenda would include:

- City Audit
- Capital Improvement Plan if the city Council sees the plan first
- Budget and Tax Levy history
- City priorities for the budget.

Adjourn

Commissioner Reif made a motion, seconded by Commissioner Davies to adjourn. The **motion passed unanimously.**

Meeting adjourned at 7:38 p.m.