**FINANCE & BUDGET REVIEW COMMITTEE MEETING MINUTES**
**February 2, 2022 – 3:00 P.M.**

**PRESENT:** Rebecca Lyons, Vice Chair
Natalie Conner, Member
Justin Hilliard, Member
Jack Samorajczyk, Member
Joanne Melodayo, Member

**STAFF PRESENT:** Vince Tenaglia, Finance Director & Assistant City Manager
Ginny Bodkin, Deputy City Clerk

Vice Chair Lyons called the meeting to order at 3:00 PM.

**1. Changes to the Agenda –** Finance Director Vince Tenaglia reminded the members that the annual election of the Board Chair and Vice Chair were on hold until the fifth member was appointed. When given the option, the members chose to continue that election until the next meeting in May since that would be the usual time to appoint for the upcoming year. Mr. Tenaglia added that Item 3b. would need to be removed from this agenda as the timeline still needs some adjustment. He mentioned that he would be adding some miscellaneous finance updates following the Financial Report.

**2. Audience Comments -** There were no audience comments.

**3. Action Items**

a. Approval of Minutes November 3, 2021

**Member Samorajczyk moved, and Vice Chair Lyons seconded to accept the minutes from November 3, 2021 as presented. The motion carried unanimously.**

~~b. Scheduling of 2022 Budget Meetings~~

Removed from agenda.

c. Fiscal Year 2022 First Quarter Financial Report

Mr. Tenaglia reviewed the Budget Status Report; a copy of the report will become part of the meeting record. In the summary, he pointed out two new funds for FY2022 - Multimodal and ARPA. The Multimodal Fund accounts for transportation impact fees and projects that would address that. The ARPA (American Rescue Plan Act) Fund represents the $4.8 million in revenue given to the City from Federal Government (all state and local governments received varying amounts). Half has been received to date and it is anticipated that the funds will pay for four things: premium pay for frontline workers during pandemic and infrastructure improvements for stormwater, inflow and infiltration of the sanitary sewer system, and Pump Station One. He briefly discussed County transportation impact fees.

Mr. Tenaglia reviewed the Financial Report sections - General Fund Revenue and Expenses, Enterprise Funds, Capital Project Status, and Treasury Report. He explained any variances and items of particular interest. He indicated that the City's investment policy has not been updated in years and that may be addressed soon.

Member Melodayo left room at 3:25 PM and returned a few moments later.

Following the Q1 Financial Review, Mr. Tenaglia provided miscellaneous finance updates:

- He reviewed a PowerPoint that he had presented at the last City Commission meeting outlining Ordinance 2022-01 which addresses Supplemental Budget Appropriations, including the City's new fund balance policy (a copy of the presentation will become part of this record). The recommendation, using industry standard guidance, was to maintain a 26-35% (assigned) fund balance plus two months of the General Fund Operating Budget. This creates a benchmark 42-51% combined. He continued with a review of a Reappropriations Summary.
- The City Commission has authorized the financial accounting software project
- Negotiations were recently closed with the CWA Labor Union. As a result, the General Pension system has been closed to new employees (but will have 401a arrangement).

## 4. Adjournment

**Vice Chair Lyons adjourned the meeting at 4:03 PM.**

*These minutes were approved at the August 3, 2022 Finance and Budget Review Committee meeting.*