

City of Emeryville
Finance Advisory Committee Meeting Minutes
February 25, 2013, 5:30pm

Members Present:

William C Reuter, Chairperson
Nora Davis, Council Member
Benay Curtis-Bauer, Business Rep
Fran Quittel, Resident
Stephen Cutty, SEIU 1021

Staff Present:

Patrick O'Keeffe, City Manager
Debra Auker, Director of Administrative Services
Michelle Strawson O'Hara, Accounting Supervisor
Karen Hemphill, City Clerk
Cindy Montero, Interim Community Services Director

Excused:

Jac Asher, Vice-Mayor, Council liaison
Elizabeth Altieri, Vice Chairperson

- I. **Call to Order:** The meeting was called to order at 5:30 p.m.
- II. **Public Comments:** None
- III. **Minutes from November 19, 2012 Meeting:** Approved
- IV. **Agenda Items:**
 - a. **Audited Financial Statements for the Year Ended June 30, 2012 and Transfer of Fund Balances.** Debra Auker presented highlights from the Comprehensive Annual Financial Report (CAFR) and discussed recommendations for the transfer of available General Fund-Fund Balances to fund capital and long term liabilities. Bryan Gruber, Partner from LSL CPAs made a presentation outlining the annual audit process for the City of Emeryville. He confirmed that an unqualified opinion was given for the 6/30/12 CAFR, which is the best opinion available for a financial reporting audit opinion.

Members Davis and Curtis-Bauer requested more information regarding the Pension Trust Fund which currently has three participants. Specifically, they would like to understand what happens to the pension fund balance after the plan is closed out. Member Davis requested that the committee review the City's investment risk at a future meeting. Member Quittel recommended utilizing improved technology to automate attendance at the Child Development Center and help resolve some of the ongoing compliance issues reported by LSL, CPAs.

The Committee recommended acceptance of the audited financial statements to the City Council, and approval of the recommended transfers of General Fund Balances.
 - b. **FY 2013 Second Quarter (Q2) Financial Update** – Informational item only. Ms. Auker presented the report.
 - c. **Status of Alameda County Fire Services Contract** - Informational item only. Ms. Auker presented the second Quarterly Report from Alameda County Fire Department. The Committee agreed to keep a close watch over the contact costs and review the annual costs for FY 2012-13 next summer.
 - d. **Update on Redevelopment Dissolution Actions** - Informational item only. Ms. Auker provided an update on the Due Diligence items.

- e. **Community Grant Program (Karen Hemphill)** – Informational item only. Ms. Hemphill requested that the Committee make a recommendation to the Council related to the handling of the Community Grant Program for FY 2013-14. The Committee recommended that the criteria and total grant amount remain the same as it has been for FY 2013-14, but that the program be revised for future years.

- V. **Staff Comments:** City Manager O’Keeffe confirmed that Special Revenue Fund “San Pablo Ave. Street Lighting Assessment District” which reflects a June 30, 2012 negative fund balance of \$1,429 (page 109 of CAFR) should be closed down as the project has been completed for several years.

- VI. **Committee Member Comments:** A member requested that future meeting agendas be distributed as soon as they are available (no later than Wednesday before a Monday meeting). A member requested that the Committee receive regular, quarterly updates on City and Successor Agency debt. Ms. Auken to consider and add to next agenda.

- VII. **Adjournment:** The meeting was adjourned at 7:40 p.m.