

**City Council Finance/Audit Committee  
Tuesday, February 27, 2018 - 1:00 PM  
City Manager's Conference Room**

**Summary Notes**

1. Call to Order – The meeting was called to order at 1:09 pm
2. Roll Call: Committee Members Present: Mayor Andrew P. Fox and Councilmember Al Adam. Also present: City Manager Andrew P. Powers, Finance Director John F. Adams, Deputy Finance Director Jaime Boscarino, City Auditor Earl Garland, Accounting Manager Elisa Magana, and Deborah Harper, Partner and CPA of Lance, Soll and Lunghard, LLP.
3. Public Comments - None
4. The City's External Audit Partner, Deborah Harper with Lance, Soll and Lunghard, LLP, discussed the City's annual audit results. Debbie Harper explained two correcting entries that were processed during the audit.
5. External Auditor Request For Proposals - Finance Director John F. Adams provided an update on the External Auditor Request for Proposals process, interviews, and an overview of the top two audit firms.
6. Presentation of Fiscal Year 2016-17 Financial Reports – Finance Director John F. Adams presented an overview of the City's year-end financials. Due to the Los Robles Greens Golf Course loss, it was requested a strategy be provided in the near future.
7. PARS - Finance Director John F. Adams provided an update on the PARS PRSTF. Staff will propose to City Council in March to approve a rate stabilization fund/trust. Staff will provide a strategy to City Council in the near future on how to fund the trust fund.
8. Cannabis Fees and Business License – Finance Director John F. Adams provided an update on cannabis and business license fees. Staff will present and recommend tax rates to City Council in April.
9. Investment Management Services – Finance Director John F. Adams discussed the request by the Investment Review Committee to evaluate portfolio diversification into corporates. Councilmember Adam proposed commercial paper.

10. GFOA Financial Sustainability - Finance Director John F. Adams discussed the City participating in a pilot Financial Sustainability program with GFOA.
11. Internal Audit Update – City Auditor Earl Garland provided an update on the internal audit program results for FY 2016-17.
12. Next Meeting Date – To be determined
13. Adjournment – The meeting was adjourned at 2:38 p.m.

FIN:120-21\jv\H:\COMMON\ADFLR\Finance Audit Committee\Summary Notes\2018\02 27 2018 Summary Notes.docx

