



**MINUTES IN BRIEF  
CITY OF RENO  
FINANCIAL  
ADVISORY BOARD  
May 6, 2021 3:30 PM**

**Teleconference via Zoom**

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**PRESENT:** Teela McCullar, Chair  
Steve Anderson  
Kenneth Becker  
John Briscoe  
Richard Jay  
Jillian Keller  
Daren McDonald  
Karen Vibe (3:35)

**ABSENT:** Gosia Clark and Jim Proctor

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1. **Call to Order** – The meeting was called to order at 3:30 pm.
2. **Public Comment (Limited to No More than Three (3) Minutes)** – There was none.
3. **Approval of the Agenda for May 6, 2021 (For Possible Action)** – It was moved by Board Member Briscoe and seconded by Board Member Jay to approve agenda. Motion carried with members Clark, Proctor and Vibe absent.
4. **Approval of Minutes April 1, 2021 (For Possible Action)** – It was moved by Board Member Anderson and seconded by Board Member Jay to approve the minutes for April 1, 2021, as amended. Motion carried with members Clark, and Proctor absent.
5. **Comments and Announcements from Council Liaison Devon Reese (Item for general announcements and informational items only. No action will be taken on this item. Items of interest will be placed on a future agenda for possible action.)** – Councilman Reese briefly discussed the budget process and asked the Board for any questions.
6. **Presentation, discussion and potential direction to staff regarding FAB Work Plan:**
  - a. **Interim Financial Report/Budget Update, including quarterly augmentations and revisions, for Fiscal Year to Date 2021. (Informational item only. No action will be taken on this item. Items of interest will be placed on a future agenda for possible action.)** – This item was discussed under agenda item 8.

- b. **Debt Update. (Informational item only. No deliberation or action will be taken on this item. Items of interest will be placed on a future agenda for potential action.)** – Finance Director Deborah Lauchner updated the Board that the pay-off of the 2010 Sewer Debt is scheduled for June 1.
  - c. **Status of Proposed Collective Bargaining Contracts, including presentation of proposed collective bargaining contracts and tentative agreements for applicable bargaining units. (Informational item only. No action will be taken on this item. Items of interest will be placed on a future agenda for possible action.)** – Deborah Lauchner, Finance Director, reported negotiations are going on with IAFF, Local 39 (both supervisory and nonsupervisory), and RAPG Pro. The City Manager has requested unrepresented groups get a 2.5% COLA on May 26 as well.
  - d. **Update on annual risk assessments of City departments, activities and processes performed by the City’s Internal Auditor. (Informational item only. No action will be taken on this item. Items of interest will be placed on a future agenda for possible action.)** – There was none.
7. **Update, discussion and possible recommendation to staff regarding the COVID-19 pandemic, the impact on FY 2021 actuals and on the FY 2021 budget known to date, and mitigating efforts being undertaken. (For Possible Action)** – There is nothing new to report.
8. **Presentation, discussion and possible recommendation to staff regarding the Proposed Budget, including Capital Improvement Plan projects, and the City Fee Schedule for Fiscal Year 2021/2022. (For Possible Action)** – Deborah Lauchner, Finance Director, gave a presentation from the May 5 Council Session on the budget. An update on RDA was also discussed. At the last meeting, City Council agreed to allow RDA 2 to loan RDA 1 money for debt service. Council also authorized to extend the area for an additional 15 years. General discussion over revenues and expenses occurred.
- Board Member McDonald moved to approve the budget as presented with a recommendation that reserve funds budgeted for the General Fund and the self-insured risk and worker’s compensation funds not be reduced to balance the FY 2021/22 budget. Motion was seconded by Board Member Anderson. Motion carried with members Clark and Proctor absent.
9. **Update by staff regarding the Requests for Proposal for Audit Services due by April 30, 2021. (Informational item only. No action will be taken on this item. Items of interest will be placed on a future agenda for possible action.)** – Finance Director Lauchner reported that our RFP for Audit Services just closed. A meeting is scheduled to discuss responses prior to turning in score sheets on Monday, May 17. This is expected to go to Council on June 9. The City received five proposals from Crowe LLP, Eide Bailly LLP, MGO, Moss Adams, and RSM US LLP.

10. **Discussion and possible recommendation to staff regarding 21-01 Workers' Compensation Process Audit Report. (For Possible Action).** Emily Kidd, Internal Auditor, presented the executive summary of the Workers' Compensation Audit. She also presented her recommendations resulting from the audit. There will be a follow-up at three months rather than six months. General discussion over data security and back-up occurred.

Board Member McDonald moved to accept the audit report and Board Member Vibe seconded. Motion carried with members Clark and Proctor absent.

11. **Discussion and possible recommendation to staff regarding the second follow-up for the 20-01 Public Works Inventory Control – Corp Yard Audit Report. (For Possible Action).** Emily Kidd, Internal Auditor, presented the follow-up report for the Public Works Inventory Control audit.

Board Member Jay moved to accept the audit report and Board Member Briscoe seconded. Motion carried with members Clark and Proctor absent.

12. **Discussion and possible recommendation to staff regarding audit topics for the annual internal audit plan for fiscal year 21/22. (For Possible Action).** Emily Kidd, Internal Auditor, requested ideas for the 2021/22 Internal Audit Plan that she will present to the City Manager. Board Member McCullar requested the list of requested audits from the previous year that were not completed. Board Member Becker requested Council donations to be audited.

13. **Identification of items to be placed on a future agenda for discussion and/or possible action. (Informational item only. No action will be taken on this item. Items of interest will be placed on a future agenda for possible action.)** – Items for future consideration included a list of Internal Audit requests from previous years; changes to the finalized FY 2021/22 budget; recommendation regarding selection of a new external auditor firm; the draft FY 2021/22 work plan for the Board; the annual FAB update to council; and an Internal Audit follow up of sanitary sewer operational controls.

14. **Public Comment** – There was none.

15. **Adjournment** - Board member Jay moved and Board member Vibe seconded the motion to adjourn. Motion carried with members Clark and Proctor absent. The meeting adjourned at 4:51 pm.