



FINANCE SUBCOMMITTEE MEETING AGENDA

City Hall - Council Chambers
4381 Broadway, Ste 201
American Canyon, CA
February 10, 2022
3:00 PM

Committee Members: Mayor Leon Garcia
Vice Mayor Mariam Aboudamous
City Manager Jason Holley

Consistent with Government Code Section 54953 and the American Canyon City Council Resolution Declaring the Existence of a Local Emergency due to the COVID-19 Pandemic, City Council and other public meetings are currently Teleconference Meetings Only to align with local and federal guidelines and social distancing recommendations for the containment of the coronavirus. This meeting is not broadcasted live.

You may submit public comments for any Agenda Item, Non-Agenda Item or make general public comments by one of the following methods:

Written comments, Via eComments: The eComments link is located on the Meetings & Agendas page of our website [here](#). Comments received before the 3:00 p.m. day-of-meeting cutoff time will be routed to all Councilmembers at that time. eComments will remain open throughout the meeting, and all comments received will be posted online and become part of the meeting record.

Oral comments, during the meeting: A Zoom Webinar has been established for public participation during the meeting related to a specific agenda item, or matters not on the agenda. To give your public comment directly to the legislative body during the meeting, use the Register to Speak feature of [eComments](#) or connect via below Zoom link and follow the instructions or by calling 408-638-0968.

Zoom Meeting Link: [Click here](#)

Webinar ID: 822 8060 4643 **Passcode:** 397392

The above-identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act. For more information, please call the Office of the City Clerk at (707) 647-4369 or email cityclerk@cityofamericancanyon.org.

AGENDA MATERIALS: City Council agenda materials are published 72 hours prior to the meeting, and are available to the public via the City's website at www.cityofamericancanyon.org.

AMERICANS WITH DISABILITIES ACT: The City Council will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to cityclerk@cityofamericancanyon.org. Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

9:30 A.M. REGULAR MEETING

CALL TO ORDER

MEETING ANNOUNCEMENT

Pursuant to AB 361 this meeting will be held entirely virtually. All methods available for public participation are detailed on the first page of the agenda.

ROLL CALL

PUBLIC COMMENT

*This time is reserved for members of the public to address the Finance Subcommittee on items of interest that are on the Agenda and are within the subject matter jurisdiction of the Finance Subcommittee. It is recommended that speakers limit their comments to 3 minutes. Members of the public wishing to address the Finance Subcommittee on items on the Agenda should comment via email prior to the start of the meeting. To verbally comment on the item during the meeting, click the "raise your hand" button if joining by computer, or press *9 if joining by phone, when the item is called. Speakers are asked to please speak clearly, and provide their name. Any handouts for distribution to the Finance Subcommittee 24 hours prior to the meeting time.*

CONSENT CALENDAR

1. **Minutes of December 16, 2021**

Recommendation: Approve the minutes of the December 16, 2021 Finance Subcommittee meeting.

BUSINESS

2. **Monthly Receipts, Disbursements, and Fund Balance Reporting**

Recommendation: Receive and file report addressing the need to comply with Government Code Section 41004.

3. **FY 2021-22 Mid Year Budget Adjustment**

Recommendation: Receive and file the FY 2021-22 Mid Year Budget Adjustment presentation previewing City Council Item to be presented on February 1, 2022.

CERTIFICATION

I, Taresa Geilfuss, City Clerk for the City of American Canyon, do hereby declare that the foregoing agenda of the Finance Subcommittee was posted in compliance with the Brown Act prior to the meeting date.

Taresa Geilfuss, City Clerk

**CITY OF AMERICAN CANYON
REGULAR FINANCE SUBCOMMITTEE MEETING**

ACTION MINUTES
December 16, 2021

REGULAR MEETING 9:30 AM

CALL TO ORDER

The meeting was called to order at 10:35 a.m.

MEETING ANNOUNCEMENT

Mayor Garcia read the meeting announcement.

ROLL CALL

Present: Mayor Leon Garcia, Vice Mayor Mark Joseph, City Manager Jason Holley

Absent: None

PUBLIC COMMENT

Mayor Garcia opened public comments. Written: none. Oral: none. Mayor Garcia closed public comment.

CONSENT CALENDAR

Action: Motion to approve the Consent Calendar made by Mayor Leon Garcia, seconded by Vice Mayor Mark Joseph, and CARRIED by roll call vote.

Ayes: Mayor Leon Garcia, Vice Mayor Mark Joseph, City Manager Jason Holley

Nays: None

Abstain: None

Absent: None

1. Minutes of August 12, 2021

Action: Approved the minutes for the Finance Subcommittee Meeting of August 12, 2021.

BUSINESS

2. Preliminary Results of Operations for Fiscal Year 2020-21

The Finance Subcommittee received a staff report from Finance Director Lincoln Bogard. Finance Director Bogard also provided a brief overview of OpenGov, a new finance department software, and its reporting features.

Action: Finance Subcommittee received and filed a report on the preliminary results of operations for fiscal year 2020-21.

ADJOURNMENT

The meeting was adjourned at 11:29 a.m.

CERTIFICATION

Respectfully Submitted,

Taresa Geilfuss, City Clerk



TITLE

Monthly Receipts, Disbursements, and Fund Balance Reporting

RECOMMENDATION

Receive and file report addressing the need to comply with Government Code Section 41004.

CONTACT

BACKGROUND & ANALYSIS

Government Code Section 41004 requires, "Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursement, and fund balances. The city treasurer shall file a copy with the legislative body."

This requirement has not been submitted to City Council in several years. The City's website has a copy of all disbursements made in the last five years [CLICK HERE](#) under the Check Register drop-down.

To fully meet the requirements of GOV Code 41004, the city treasurer will begin filing a monthly report for the City Council meetings held on the third Tuesday of each month, or the following meeting if no meeting is held at that time.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

FISCAL IMPACT

ENVIRONMENTAL REVIEW

ATTACHMENTS:

None



TITLE

FY 2021-22 Mid Year Budget Adjustment

RECOMMENDATION

Receive and file the FY 2021-22 Mid Year Budget Adjustment presentation previewing City Council Item to be presented on February 1, 2022.

CONTACT

BACKGROUND & ANALYSIS

The City adopts a budget each June for the upcoming fiscal year. It covers the time period of "one-year" (July 1 through June 30). Thereafter, staff routinely monitors expenditures and revenues on a monthly basis. After the completion of the prior fiscal year's Annual Comprehensive Financial Report (ACFR) near the mid-term of the fiscal year, staff undertakes a comprehensive review of the City's financial position. The City received its unmodified "clean" opinion from our external auditors on December 30, 2021. After incorporating those results, this proposed mid year budget amendment estimates revenue and expenditure/expense expectations and needs for the remainder of the current fiscal year.

During the "Mid Year Budget Review" process, staff compares their respective departments' actual revenue and expenditures, expectations for the remainder of the fiscal year, and compares those results to amounts budgeted. This fiscal year's process includes activity posted through December 31, 2020. It also includes analysis about planned work not yet complete and unplanned work that is desired before the end of the fiscal year. This includes any added, unplanned work to this "Mid-Year Budget Review" and associated Mid-Year Budget Amendments for that are included.

Staff presented "draft" Fiscal Year 2020-21 financial statements to the Finance Committee on December 16, 2021 and "final" audited results to Council on January 18, 2022. Based on the reported results and taking into consideration feedback in those meetings, staff proposes certain Mid-Year Budget Amendments, which are detailed in Exhibit A as well as a detailed report, which will be added to the City's new transparency portal, which shows request at the fund level and at more granular and aggregate levels.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

FISCAL IMPACT

ENVIRONMENTAL REVIEW

ATTACHMENTS:

None