City of Hyattsville
Audit Committee
Minutes of July 15, 2025

Committee Attendees: Daniel Amador, Colin Eustis, Nancy Hammond, Jen Kubit, Daniel Lange, Stanislaw Rzeznik, Glenn Robelen

City Council: Emily Strab, Daniel Schiable

City Staff: Ronald Brooks, Treasurer; Natally Palma, Deputy Finance Manager

Four members of the public were in attendance.

Chairman Lange called the meeting to order at 6:04pm.

1. **Minutes of July 7, 2025**
   One amendment to the minutes was proposed and accepted. Hammond moved to adopt the minutes as amended, Lange seconded, and the vote was unanimous in the affirmative.

2. **Discussion**
   a. **Public comment**
   It was noted that no public comment had been received at meeting time via the committee's email address: auditcommittee@hyattsville.org. Members of the public may use this email address to submit public comment.

   b. **Treasurer's remarks**
   Treasurer Brooks made introductory remarks discussing the SAS 114, SAS 115, and the decrease in unrestricted net position.

   c. **Scope**
   There was discussion of the scope of the committee's work.
      - The management discussion included in the audit report is not tested by the auditors; however, some community concerns are tied to statements in the management discussion. It is therefore appropriate for the committee to consider the management discussion.
      - The committee's scope may be broader than the auditors'. The committee can look at control frameworks. There is room to deviate from the documents and ask questions about procedures.
      - Many questions in the community are tied to a layperson's attempt to make sense of the documents. The committee's report should be understandable by community members and City Council.

d. **Funds balances**
   In response to questions from the committee, Treasurer Brooks discussed the funds balances in the balance sheet on page 20 of the FY23 audited financial statements. He described the categories comprising the funds balances, and confirmed that ARPA funds are not included in the Special Revenue Fund. Treasurer Brooks committed to providing a full discussion of the funds and funds balances in writing at a later date.

e. **Capitalization threshold**
   In response to questions from the committee, Treasurer Brooks discussed the capitalization threshold ($2500) identified on page 28 of the audited financial statements.

f. **Public improvement bonds**
   In response to questions from the committee, Treasurer Brooks discussed the schedule of remaining payments for public improvement bonds issued in FY20. This schedule is at the bottom of page 37 of the audited financial statements. He stated that the lower future interest payments in 2029-2050 are tied to specific series of bonds with different amortization schedules, and stated that the auditors had tested the amortization schedules.

g. **Other Post Employment Liabilities (OPEB)**
   In response to questions from the committee, Treasurer Brooks and Council Member Schiable discussed the background and history of the OPEB liability, as well as the pension liability. Treasurer Brooks stated that the liability will continue to increase for a few more years, but the City is looking at ways to reduce the liability in future years.

h. **Additional questions**
   The committee requested a shared document to submit additional questions to the Treasurer. The City will provide such a document. (Subsequent to the meeting, the City provided a Microsoft Form to the committee for additional questions).

3. **Next meeting**
   The next meeting of the Hyattsville Audit Committee is scheduled for Tuesday, July 22 at 6:00pm via Zoom.

4. **Adjournment**
   Lange moved to adjourn, Amador seconded, and the vote was unanimous. The meeting ended at 7:21pm.