

## **Finance Subcommittee: Draft Meeting Action Minutes**

Meeting Date: September 27, 2012  
Recording Secretary: Helga Foushanes

In Attendance: Tim Lilligren, Treasurer  
Wayne Powell, Mayor  
Bruce Moe, Finance Director  
Henry Mitzner, Controller  
Steve Charelian, Revenue Services Manager  
Eden Serina, Budget Analyst

Called to Order: 4:40 PM by Tim Lilligren, City Treasurer

### **Agenda Item #1 – Approval of Minutes from June 19, 2012 Finance Subcommittee Meetings**

The Finance Subcommittee unanimously approved the minutes

### **Agenda Item #2 - Consideration of Draft Request for Proposal for Investment Broker/Dealer Services**

The Finance Subcommittee: a) unanimously approved the Request for Proposal for investment broker/dealer services; b) directed staff to add the request for a Broker/Dealer resume and references for California clients to the questionnaire; and c) approved that the initial screening process of proposals be delegated to the City Treasurer and staff for final recommendations to the full Finance Subcommittee.

### **Agenda Item #3 – Financial Reports for August 2012**

The Finance Subcommittee received and filed the report.

### **Agenda Item #4 - Investment Portfolio for August 2012**

The Finance Subcommittee received and filed the report.

### **Agenda Item #5 - Accounts Receivable Report for August 2012**

The Finance Subcommittee received and filed the report.

### **Agenda Item #6 - Consideration of Bad Debt Write-Off's for Referral to Collections and Summary Report for Write-Offs from April 1, 2012 through June30, 2012**

The Finance Subcommittee received and filed the report.

### **Agenda Item #7 – Public Comments**

None.

### **Agenda Item #8 – Adjournment**

The meeting was adjourned at 5:25 PM.