

Finance Subcommittee Meeting Draft Action Minutes

Meeting Date: November 15, 2013
Recording Secretary: Helga Foushanes

In Attendance: Tim Lilligren, Treasurer
David Lesser, Mayor
Wayne Powell, City Councilmember
John Jalili, Interim City Manager
Bruce Moe, Finance Director
Henry Mitzner, Controller
Steve Charelian, Revenue Services Manager
Eden Serina, Financial Analyst
Jeanne O'Brien, Sr. Accountant

Called to Order: 8:02 A.M. by Tim Lilligren, City Treasurer

Agenda Item #1 – Approval of Minutes from July 3, 2013 Finance Subcommittee Meetings

The Finance Subcommittee approved the minutes of July 3, 2013

Agenda Item #2 – Approval of 2014-2015 Business License Tax Adjustment

Mayor Lesser and Treasurer Lilligren disclosed that they are Business License holders.

The Finance Subcommittee approved the adjustment for consideration by the full City Council.

Agenda Item #3 – Selection of FSC Member to Participate on Interview Panel for Cost Allocation Plan/User Fee Study Consultant Selection

Councilmember Powell was unanimously selected to participate on the interview panel. The Subcommittee further directed that when the study results are presented to the City Council, a presentation be given as to how a Cost Allocation Plan/User Fee Study is developed and constructed. Finally, the Subcommittee directed staff to conduct a workshop for the residents on the study as well.

Agenda Item #4 – Consideration of Bad Debt-Write-Off's for Referral to Collections from July 1, 2013 through September 30, 2013

The Finance Subcommittee approved the Write-Off's.

Agenda Item #5 – Fiscal Year 2013-2014 Monthly Schedule of Transient Occupancy Tax and Lease Payments and Miscellaneous Accounts Receivables

The Finance Subcommittee received and filed the report.

The Finance Subcommittee requested that the Fire Department costs associated with supporting Raleigh Studios be identified and included in the Cost Allocation Study to determine the actual costs of support for that location.

Agenda Item #6 – September Month-End Financial Reports – Fiscal Year 2013-2014

The Finance Subcommittee received and filed the report.

Agenda Item #7 – Investment Portfolio for September 2013

The Finance Subcommittee received and filed the report.

Agenda Item #8 – Public Comments

Mark Burton (attending as an observer) complimented the Finance Department on the reports.

Agenda Item #9 – Adjournment

The meeting was adjourned at 10:08 A.M.