

Finance Subcommittee Meeting Draft Action Minutes

Meeting Date: March 11, 2014
Recording Secretary: Helga Foushanes

In Attendance: Tim Lilligren, Treasurer
Wayne Powell, Mayor Pro Tem
Tony D'Errico, 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: 4:02 P.M. by Tim Lilligren, City Treasurer

Agenda Item #1 – Approval of Minutes from December 11, 2013 Finance Subcommittee Meeting

The Finance Subcommittee unanimously approved the minutes of December 11, 2013.

Agenda Item #2 – Cost Allocation Plan and User Fee Study Consultant Selection – Matrix Consulting Group

Courtney Ramos, Project Manager/Leader of Financial Services, and Khushboo Hussain, Lead Analyst from Matrix Consulting Group were present at the meeting. Courtney Ramos gave a presentation that included the overall project goals and objectives, an overview of the Cost Allocation Plan and the User Fee Study.

The Finance Subcommittee unanimously approved a recommendation to the full City Council to select Matrix Consulting Group to conduct the Cost Allocation Plan and User Fee Study.

Agenda Item #3 – Consideration of Bad Debt-Write-Off's for Referral to Collections from October 1, 2013 through December 31, 2013

The Finance Subcommittee unanimously approved the Write-Off's 3-0.

Agenda Item #4 – 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.

Agenda Item #5 – January Month-End Financial Reports – Fiscal Year 2013-2014

The Finance Subcommittee received and filed the report.

Agenda Item #6 – Investment Portfolio for January 2014

The Finance Subcommittee received and filed the report.

Agenda Item #7 – Appointment of Member of Subcommittee to Assist Staff with Screening of Auditor Proposals and Select Top Three for Subcommittee Interviews (no written staff report)

Treasurer Lilligren was selected to assist staff with screening of auditor proposals for interviews by the Finance Subcommittee.

Agenda Item #8 – Public Comments

None

Agenda Item #9 – Adjournment

The meeting was adjourned at 5:23 P.M.