Finance Subcommittee Meeting Draft Action Minutes

Meeting Date: May 13, 2021, 4:00 p.m.
Recording Secretary: Helga Foushanes

In Attendance: Tim Lilligren, Treasurer
                        Suzanne Hadley, Mayor
                        Steve Napolitano, Council Member
                        Bruce Moe, City Manager
                        Wolfgang Knabe, Fire Chief
                        Steve S. Charelian, Finance Director
                        Libby Bretthauer, Financial Analyst
                        Julie Bondarchuk, Senior Accountant
                        Josh Grady, Acting Revenue Services Supervisor

Called to Order: 4:08 p.m. by Tim Lilligren, Treasurer

Agenda Item #1 – Public Comments
None.

Agenda Item #2 - Approval of Minutes from February 19, 2021 Finance Subcommittee Meeting
The Finance Subcommittee approved the minutes of February 19, 2021.

Agenda Item #3 – Fire Annual Business Inspection
The fire annual business inspection fees were approved as part of the citywide User Fee Schedule and Cost Allocation Plan, were adopted at the Public Hearing on February 18, 2020 and were to go into effect on April 18, 2020. Due to the COVID-19 Pandemic ensuing orders for business closures, to shelter in place and other restrictions, the inspections did not take place last year. The Finance Subcommittee directed staff to send out letters on October 1, 2021, notifying businesses of the January 1, 2022 annual Fire and Life Safety inspection start dates and the associated fees.

Agenda Item #4 – Month-End Financials for March 2021
The Finance Subcommittee received and filed the report.

Agenda Item #5 – Investment Portfolio for March 2021
The Finance Subcommittee received and filed the report.

Agenda Item #6 - Fiscal Year 2020-2021 Monthly Schedule of Transient Occupancy Tax and Lease Payments and Miscellaneous Accounts Receivables
The Finance Subcommittee received and filed the report.

Agenda Item #7 - October 1, 2020 through March 31, 2021 Bad Debt Write Offs for Miscellaneous Accounts Receivables, Utility Billing and Ambulance Transports Referred to Collections
The Finance Subcommittee received and filed the report.

Adjournment
The meeting adjourned at 5:25 p.m.