

## **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.