



**Finance/Administration Committee
City Hall – 200 NE Moe Street
3rd Floor Conference Room**

Subject	Regular Meeting Minutes	Date	03/19/2014
Recorder	City Clerk Purves	Start Time	5:07 PM
Committee Chair	David Musgrove	End Time	6:40 PM
Committee Members	Connie Lord, David Musgrove, Ed Stern		
Staff Present	Accounting Manager McQuade, Accounting Tech. Roberts, Finance Director Booher, Mayor Erickson		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Discussed new check register
	b. Agenda and Extended Agenda Review	Reviewed
	1. 04/02/14 - Members Absent	
	2. 04/16/14 - Members Absent-Debbie Booher	
	3. 05/07/14 - Members Absent	
	c. Minutes of March 5, 2014	Approved
2.	Agenda Items	
	a. City Surplus	Roberts presented surplus list and committee discussed surplus process.
	b. Investment Authorization Resolution	McQuade presented resolution. Committee discussed resolution including internal controls, liquidity and other options.
	c. 2013 4 th Quarter Variance Report	Booher presented report and answered questions.
	d. Real Estate Excise Tax	Booher presented report and answered questions.
	e.	
	f.	