



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

<b>Subject</b>	Meeting Minutes	<b>Date</b>	05/20/2015
<b>Recorder</b>	City Clerk Stephens	<b>Start Time</b>	5:15 PM
<b>Committee Chair</b>	David Musgrove	<b>End Time</b>	6:58 PM
<b>Committee Members</b>	Kenneth Thomas, Ed Stern, Gary Nystul (Absent: David Musgrove)		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, Accounting Technician Roberts, City Clerk Stephens		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	Stern reported on the Auditor's Entrance Conference held this last week, which he attended.  Stern questioned if the current Comcast billings include the new utility tax; Booher stated it does.
	<b>b.</b> Agenda and Extended Agenda Review	<i>Reviewed</i>
<b>2.</b>	<b>Agenda Items</b>	
	<b>a.</b> Surplus (S Roberts)	Roberts explained the items included in the semi-annual surplus. <i>Recommendation of approval</i>
	<b>b.</b> Monthly Sales Tax	<i>Report given</i>
	<b>c.</b> 4 <sup>th</sup> Quarter Variance Report (2014)	<i>Report given</i>
	<b>d.</b> Bond Underwriter Agreement	Booher stated three underwriters were interviewed and will be switching to Piper Jaffrey.
	<b>e.</b> Upcoming Official Newspaper Bid	<i>Reviewed</i>
	<b>f.</b> Review of Building Revenues (Nystul)	<i>Reviewed</i>