



**Long Term Financial Policy and Audit
Subcommittee
Meeting Minutes**

Monday, June 19, 2017

4:00 PM

SPECIAL MEETING MINUTES - FINAL

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Mayor Coursey at 4:03pm.

Present: 3 - Chris Coursey, Chris Rogers and John Sawyer

Also Present: City Manager Sean McGlynn, Deputy City Manager Gloria Hurtado, Chief Financial Officer Deborah Lauchner, Deputy Director of Finance Alan Alton, and Lisa Clark, City of Santa Rosa Accountant.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MINUTES

Regular Meeting Minutes - May 11, 2017

Attachments: [Regular Meeting Minutes - May 11, 2017](#)

A motion was made by Rogers, seconded by Coursey, to approve as submitted. The motion carried by the following vote:

Yes: 3 - Coursey, Rogers and Sawyer

4. SCHEDULED ITEMS

4.1 - AUDIT FOLLOW-UP AND PRESENTATION OF INTERNAL AUDIT CHARTER - Chief Financial Officer Deborah Lauchner initiated discussion regarding follow-up questions related to previously presented audits. Deputy Director of Finance Alan Alton introduced a draft of the Internal Audit Charter (or Structure).

4.2 - UTILITY USERS TAX (UUT) AND REVENUE BALLOT MEASURES - Chief Financial Officer Deborah Lauchner presented information and initiated discussion regarding UUT and Revenue

ballot measures polling topics for 2018 election.

4.3 - RISK-BASED RESERVE ANALYSIS AND POLICY - Not addressed.

5. NEXT MEETING AGENDA ITEMS

PROCUREMENT CARD AUDIT PRESENTATION & DRAFT
POLICY
REVENUE BALLOT MEASURE DISCUSSION
RISK-BASED RESERVE POLICY DISCUSSION
INTERNAL AUDIT CHARTER DEVELOPMENT DISCUSSION

6. ADJOURNMENTS

Approved on: July 13, 2017

/s/ Dina Manis, Recording Secretary