

**FINANCE & INTERNAL SERVICES COUNCIL COMMITTEE**  
**March 7, 2022**  
**MINUTES**

Council present:

Dan McClendon  
Victoria Johnson  
Rick Green

Council Absent:

Staff present

Amanda Campos, City Secretary  
Monica Solko, Deputy City Secretary  
Bryan Langley, City Manager  
Martin Avila, Finance Director  
John Butkus, Assistant Finance Director

**Call to order – Time:4:04 p.m.**

- 1. Consider approval of the minutes from the January 12, 2022 Finance & Internal Services Council Committee. (Staff Contact: Amanda Campos, City Secretary)**

Motion made by Rick Green and seconded by Victoria Johnson to approve.

Motion passed 3-0.

- 2. Consider approval of amendments to Council Policy #36 – Purchasing Policy (Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager).**

Justin Scharnhorst, Purchasing Manager, presented proposed amendments to the Purchasing policy to allow the City Manager or designee to allow for increases on a case by case basis for p-cards.

Motion was made by Rick Green and seconded by Victoria Johnson to recommend approval of the proposed amendments.

Motion passed 3-0.

- 3. Receive a report, hold a discussion and give staff direction regarding fiscal year 2020-2021 Annual Financial Report and the annual audit. (Staff Presenter: Martin Avila, Director of Finance)**

Martin Avila, Director of Finance introduced representatives of Weaver, the city's audit firm. Weaver presented the findings of the audit and explained the process used.

Motion was made by the committee to recommend the city council accept the audit findings.

### **Adjourn**

There being no further business Chair Dan McClendon adjourned the meeting.

**Time: 4:48 p.m.**

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Monica Solko  
Deputy City Secretary