



# Rochester Hills Minutes Financial Services Committee

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*Donald Atkinson, Bryan Barnett, David Byrne, John Dalton, Kurt Dawson,  
Melinda Hill, Julie Jenuwine, Jillian Rataj, Lee Zendel*

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Thursday, October 21, 2004

5:00 PM

1000 Rochester Hills Drive

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DRAFT

## CALL TO ORDER

*Chairperson Melinda Hill called the Financial Services Committee meeting to order at 5:27 p.m.*

## ROLL CALL

**Present:** Melinda Hill, Bryan Barnett, John Dalton, Donald Atkinson and Lee Zendel

Non-Voting Members Present: Kurt Dawson, Julie Jenuwine

Non-Voting Members Absent: David Byrne and Jillian Rataj

Others Present: None

Youth Representative Jillian Rataj provided previous notice that she was not able to attend and asked to be excused.

## APPROVAL OF MINUTES

**2004-0674** Regular Meeting - June 24, 2004

**Attachments:** 062404 FS Draft Minutes.pdf; Resolution.pdf

**A motion was made by Zendel, seconded by Barnett, that this matter be Approved.**

**Resolved that the Financial Services Committee hereby approves the Minutes of the Regular Meeting of June 24, 2004 as presented.**

**The motion carried by the following vote:**

**Aye:** Hill, Barnett, Dalton, Atkinson and Zendel

**2004-0898** Regular Meeting - July 22, 2004

**Attachments:** 20040722FS Draft Minutes.pdf; 20040722 Resolution.pdf

**A motion was made by Zendel, seconded by Barnett, that this matter be Approved.**

**Resolved that the Financial Services Committee hereby approves the Minutes of the Regular Meeting of July 22, 2004 as presented.**

**The motion carried by the following vote:**

**Aye:** Hill, Barnett, Dalton, Atkinson and Zendel

## COMMUNICATIONS

**2004-0899** Amended Financial Services Bylaws

**Attachments:** FS Bylaws Final 09-22-04.pdf; Memo Galeczka - Bylaws Amdmts 092204.pdf

*Chairperson Hill noted everyone received a copy of the amended Financial Services Committee Bylaws.*

**Closed**

## UNFINISHED BUSINESS

**2004-0541** Auditing Services Discussion - Potential RFP

**Attachments:** Auditor RFP Memo.pdf; Memo Jenuwine 101504.pdf

Julie Jenuwine provided to Committee information pertaining to Auditing Services - Potential RFP including the following:

- \* City currently has an RFP out for Financials Auditing Services and Compliance.
- \* City employees will be involved with selection process.
- \* Goal is to have a selection made by the end of November.
- \* Committee members were invited to participate in selection process.
- \* Mr. Lee Zendel, Citizen Representative, offered to be part of selection process.

**Discussed**

**2004-0684** Budget vs. Actuals Review - 2004

Chairperson Hill noted that this item was discussed in July and no further discussion was needed.

**Closed**

## NEW BUSINESS

**2004-0891** Third Quarter 2004 (YTD October) Variance Report.

**Attachments:** financials expenditures.pdf; financials revenue.pdf; financials trial balance.pdf; Memo re 3rd quarter variance reports.doc

Ms. Jenuwine provided to Committee information with explanation of Third Quarter 2004 (YTD October) Variance Report as follows:

- \* Variance reports are actual expenditures of revenue to budget after the third quarter, which is ending 09/30/04.
- \* Debts are at (100%) one-hundred percent, two payments made annually.
- \* OPC is slightly higher caused by capital expenditures that were not budgeted

and OPC will submit a budget amendment for 4th quarter.

- \* RARA is slightly high and will submit a budget amendment.
- \* It was noted that the third quarter budget amendments will be reflected in October financials.

**Discussed**

**YOUTH COMMENTS**

*None Presented*

**ANY OTHER BUSINESS**

Ms. Hill made mention that DWSD released water rate increases for next year at three (3%) to three and one-half (3 1/2%) percent.

**NEXT MEETING DATE**

*November 18, 2004*

**ADJOURNMENT**

*There being no further business to discuss, Chairperson Hill adjourned the meeting at 5:36 p.m.*

*Minutes prepared by Sue Busam.*

**NOTE:**

October 21, 2004, Financial Services Committee Minutes were approved as presented/amended at the February 17, 2005 Financial Services Committee Meeting.