



CITY OF BURLINGAME

Minutes – Special Meeting

Mayor, Vikki DeMars – _P_ City Attorney, Rick Godderz - _A_
Councilmember, Doug Moon – _P_ City Clerk, Patty Atchison - _P_
Councilmember, Leslie Holman- _A_ City Superintendent, Wes Colson - _A_
Councilmember, Sheila Curtis – _P_ Police Officer – Mathew Baker – _A_
Councilmember, Michelle Mullinix – _P_ Building Inspector – Jim Welch – _A_
Councilmember, Kenna Burns – _A_

Held: **December 15, 2016 @ 10:07 AM**
Location: **Burlingame City Hall, Council Chambers**

- 1. CALL TO ORDER BY Mayor Vikki DeMars**
- 2. ROLL CALL** – See above for attendance. Citizen present was Cindy Jensen, Auditor from Aldrich & Co
- 3. PUBLIC COMMENTS** - No public comments

CONSENT ITEMS

These items can be voted on with one motion or individually by the city council.

4. APPROVAL OF AGENDA

Councilmember Curtis made the motion to approve the agenda. Councilmember Moon seconded the motion.

Vote: Ayes: Moon, Curtis, and Mullinix.

5. Audit Review with Cindy Jensen from Aldrich & Co., LLC. Auditor Cindy

Jensen reviewed the 2015 audit. She discussed items for concern such as:

- accounts payable adjustments
- suspense fund and fraud activity
- year-end transfers
- Bond and Interest Fund
- Bank Reconciliation
- Profit in the Gas Fund
- Operating Funds available for 3 month period.
- CIC Software

6. Adjournment – Councilmember Moon made the motion to adjourn the City of Burlingame Council meeting at 11:43am. Councilmember Curtis seconded the motion.

Vote: Ayes: Moon, Curtis, and Mullinix

Submitted by : _____ Date _____
Patty Atchison, City Clerk

Americans with disabilities act (A.D.A.): The City of Burlingame intends to comply with A.D.A. If you are physically challenged or disabled and need special accommodations to participate in this town meeting, please contact the city clerk forty-eight (48) hours prior to the meeting to arrange necessary accommodations.

Next Ordinance 2344
Next Charter Ordinance #14
Next Resolution # 387