



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

\* Meeting Noticed for Quorum \*

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>04/01/2015</b>
<b>Recorder</b>	<b>City Clerk Stephens</b>	<b>Start Time</b>	<b>5:00PM</b>
<b>Committee Chair</b>	<b>David Musgrove</b>	<b>End Time</b>	<b>6:45 PM</b>
<b>Committee Members</b>	<b>Kenneth Thomas, David Musgrove, Ed Stern, Gary Nystul</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, Risk Manager Purves		

Agenda		
No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	None.
	<b>b.</b> Agenda and Extended Agenda Review	
	1. 04/01/15 – Members Absent-	
	2. 04/15/15 – Members Absent- Booher	
	3. 05/06/15 – Members Absent-	
	<b>c.</b> Approval of Minutes from February 4, 2015	<i>Approved</i>
	<b>d.</b> Approval of Minutes from March 4, 2015	<i>Approved</i>
<b>2.</b>	<b>Agenda Items</b>	
	<b>a.</b> Budgeted Purchase Notifications and Approvals	Nystul proposed different thresholds for purchasing authorities by Department Heads, the Mayor and the Council.
	<b>b.</b> Credit Card and Travel Policy Review (Booher)	Booher reviewed the Credit Card and Travel policies, including overnight travel and day travel. Stern requested the policy be reviewed during the review of the Council Rules of Procedure next year.
	<b>c.</b> Carryover (Booher)	Booher reviewed the 2015 budget carryover, which will be going to Council at the next meeting.
	<b>d.</b> Upcoming Budget Amendments (Booher)	<i>Reviewed</i>
	<b>e.</b> City Clerk Fee Schedule Amendment (Stephens)	<i>Committee recommended approval</i>