



**City of Cedar Rapids**  
**FINANCE & ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**City Hall Blairs Ferry Conference Room**  
**May 27, 2015**  
**4:00 p.m.**

Meeting was brought to order by Council member Gulick at 4:00 p.m.

Present, Council members Gulick (Chair); Olson and Russell; Casey Drew, City Finance Director and Judy Lehman, Purchasing Manager.

Minutes for the meeting held on May 5, 2015 were approved.

Finance Director, Casey Drew gave a short review of the City's Financials, including the Budget Amendment and reported that the County will have the assessments recorded by June 1<sup>st</sup>.

Councilman Olson presented a review of the recommended FY 2016 – 2018 Hotel-Motel Tax Allocations. Current recipients would receive the same amount as they have for the last 3 years, except for the Convention Bureau which would be increased to one million. Newbo City Market will be the only new group to receive funds at this time. Total allocations would be \$1,682,282 per year.

After discussion of which Kris Gulick recused himself, the committee voted to accept the recommended allocations as presented and send to council for approval. Kris Gulick abstained.

Casey presented the committee with an update on the City's Procurement Manual and explained that the 2 main changes are as follows:

1. Currently a purchase order is required for expenditures equal to or greater than \$1,000. The proposed change is to increase the amount to \$2,000.
2. Currently a Council approved resolution is required for expenditures equal to or greater than \$25,000. The proposed change is to increase the amount to \$50,000.

Councilman Russell suggested that change orders should also be limited to no more than \$50,000 which will be added to the manual. The Procurement Manual is estimated to be completed and presented to Council for approval in August.

Future Topics: Investment Policy and Committee Recap of City Investments

Meeting adjourned at 4:55 p.m.

Respectfully submitted,  
Vicky Grover, Finance Administrative Assistant II