



Agenda Item Report

Meeting Type: Historic Landmarks Preservation Commission

Meeting Date: June 24, 2026

Item Title: Consider and take action regarding financial reporting and payments

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

Secretary Beth Altschwager has given the City Finance Director, Kendra Riddle, the Historic Landmarks Preservation Commission's (HLPC) books. The Finance Director will work with the staff liaison to create monthly reports for review by the commission.

Most purchase invoices can be brought to staff for coding and then handed to the City's Finance department along with a copy of meeting minutes approving the expenditure. Items related to mailings can be done by staff at City Hall and coded to the appropriate account(s). Purchases exceeding certain thresholds will be subject to the City's purchasing policy and may require either City Administrator approval or Council approval.

The City's Finance Director will need to be included for the 2-signature process for the accounts at Farmers and Merchants Union Bank, if not already.

List all Supporting Documentation Attached:

- May 2026 Financial Report

Action Requested of the Historic Landmarks Preservation Commission:

Discussion.

Strategic Plan Objective: