

Special Finance Committee Meeting

May 14, 2015 – STA 9

Minutes

7:34 AM

In attendance: Directors Hilliard and Van Meter, Finance Manager Schiffmann (FM Schiffmann) & Administrative Services Manager Kim (ASM Kim)

Finance Manager Schiffmann provided a finance report that highlighted the important financial events of the month.

Meeting Agenda Items

1. Open Time for Public Expression
2. Approval of Minutes: February 18, 2015, March 18, 2015 and April 18, 2015
3. Preliminary review of 2015/2015 Budget
4. Project Manager – Salary Survey Results

1. Open Time for Public Expression: None

2. Approval of Minutes:

A motion was made to approve the Minutes dated February 18, 2015

M/S: Hilliard/St. John; aye: Hilliard and Van Meter; abstain: St. John. Minutes approved.

A motion was made to approve the Minutes dated March 15, 2015

M/S: Van Meter/Hilliard; aye: Van Meter; abstain: Hilliard and St. John

A motion was made to approve the Minutes dated April 18, 2015

M/S: Hilliard/Van Meter; aye: Hilliard; abstain: St. John and Van Meter

Chief Tubbs gave the following handouts to the Finance Committee:

- * Preliminary Budget FY 2015-2016
- * 2015-2015 AB Draft Budgeting Highlights
- * Summary of Operating Budget
- * Project Manager – Update Job Description

3. Preliminary Budget Review

Chief Tubbs went over the Preliminary Budget FY 2015-2016 using the Draft Budgeting Highlights handout.

* The Budget for FY 2015-2016 was created by staff using the Zero-Based Budget Process. Staff is building the budget from scratch. Staff verified costs and service contracts and developed the budget from that analysis. Some expenses were removed.

* Staff responded well to the new budgeting process. They welcomed the new budget process and were engaged

* There is no expectation that large amounts of money will be found. The Operating Budget increased by 3% and a .5% increase in discretionary expenses. A reduction of \$7,248 was realized.

4.

* The strategic plan may be out of sequence but very necessary.

* The Committee requested a defined Scope of Work for the deployment analysis to include the consolidation component, vehicles and facilities.

* The next step will be a refinement process. There will be two more Finance Committee meeting in May 215.

* The Finance Committee is asked to review the Preliminary Budget for FY 2015-22016 and come back with questions at the next Finance Committee meeting

The Finance Committee asked various questions for clarification of proposed budget line items.

5. Project Manager – Salary Survey Results

Chief Tubbs gave the Committee an updated job description for the Project Manager position. The proposed salary for the project manager position was generated from salary surveys for similar positions in the public sector. The project manager position is needed because there is one less BC.

Chief Tubbs requested direction from the Finance Committee regarding the salary for the project manager position.

Adjourned: 8:35 AM