

FINANCE & BUDGET REVIEW COMMITTEE MEETING

MINUTES

January 21, 2015

2:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

PRESENT:

Joanne Melodayo, Chairman
Jack Samorajczyk, Vice Chairman
Deborah Schechner, Member
Al Johnson, Member
Mary Hacker, Member

ALSO PRESENT:

Wayne Saunders, City Manager
Elaine Edmunds, Administrative Services Director
Rebecca Haynes, City Clerk

Administrative Services Director Elaine Edmunds introduced the new City Manager, Wayne Saunders.

1. Changes to the Agenda

Ms. Edmunds requested to move Item 5, Review of Proposed CIP Ranking Form, and address it prior to Item 4.

2. Audience Comments

There were no audience comments.

3. Approval of Minutes

There were no minutes submitted for approval.

Item 5 was taken out of order and acted upon next.

5. Review of Proposed CIP Ranking Form

Ms. Edmunds explained that the proposed form will assist members in prioritizing the Capital Improvement Projects that are approved annually by the City Commission. The Capital Improvement Plan incorporates projects over a five-year span and should correlate with the Comprehensive Plan. The proposed form includes the project name and type, description and justification, operational impact and a priority ranking that utilizes a weight factor to score the importance of projects.

Committee Members determined the weight factor on criteria as follows:

Public Health & Safety.....	1.50
Employee Health & Safety.....	1.50
Regulatory Mandate.....	1.50
Frequent Problems.....	1.25
Ability to Finance.....	1.00
Cost of Project.....	1.00
Generates Revenue.....	1.20
Generates Cost Savings.....	1.20
Age or Condition of Existing.....	1.00
Public Benefit.....	1.25
Public Demand.....	1.10
Synergy with Other Projects.....	1.10
Strategic Goal.....	1.10
Comprehensive Plan Component	1.15

4. Update on Fiscal Year 2014 (Unaudited)

Ms. Edmunds reviewed the General Fund Revenue and Expenditures that are subject to adjustment once an audit is performed.

6. Schedule Future Meetings

Ms. Edmunds reviewed the FY 2015 budget preparation schedule.

It was the consensus of the Committee to set 2:00 p.m. on February 26, 2015 and 2:00 p.m. on March 26, 2015 as the next two meeting dates.

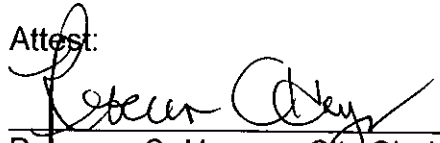
7. Other Business

Board Member Schechner commented that she received numerous complaints in regard to the Christmas decorations.

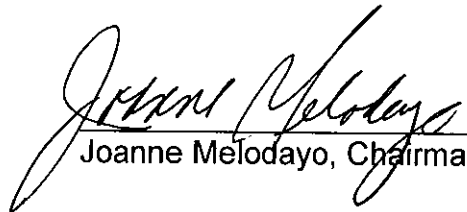
8. **Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 3:45 p.m.

Attest:



Rebecca C. Haynes, City Clerk



Joanne Melodayo, Chairman

Minutes approved on: 2/26/15