



City of Westworth Village
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FINANCE COMMITTEE MEETING MINUTES

**TUESDAY
JUNE 10, 2014
TIME: 6:00 PM**

**MUNICIPAL COMPLEX
COUNCIL CHAMBERS
311 BURTON HILL ROAD**

ATTENDEES:

Chair	Kelly Jones
Member	Nick Encke
Member	Steve Beckman
Member	Mike Coleman
Mayor, Ex-Officio	Tony Yeager
City Administrator	Roger Unger
City Secretary	Carol Ann Borges
Police Chief	Doug Reim
CCPD Director	Melva Campbell

ABSENT: Member Jill Patton

CALLED TO ORDER at 6:01pm by Chairman Kelly Jones.

Action Items:

- I. Approval of Minutes** from Finance/Audit Committee Meeting May 13, 2014.
 - **MOTION** made by Nick Encke. **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.
- II. Discuss and take action to make a recommendation to Council with respect to a P-Card Purchasing Policy.**
 - Roger Unger discussed the Wells Fargo Mastercard Procurement Card (P-Card) program including a three-tier approach to expenditure controls. The control document becomes the City's purchase policy by default. Management oversight will be strict, with Roger, Carol, and Stacey working directly with department supervisors. The only other cards that the City will maintain are those that provide a specific purchase discount for its use; for example, Lowe's and QT.
 - **MOTION** made to recommend the City Council adopt and implement utilization of the P-Card program made by Steve Beckman. **SECOND** by Mike Coleman. **Motion passed unanimously**, by a vote of 4 Ayes and 0 Nays.
- III. Discussion per Mayor Pro-Tem Jones' request for budget goals.**
 - Chairman Jones explained his desire for specific program and performance goals be included in the annual budget. As policy goals are identified and programs implemented to achieve the goals, the Council will have a clear operational document as well as a financial document to assess the condition

of the City. Chief Reim requested that each committee member provide at least one goal for the department to achieve. Member Mike Coleman stated his reservations regarding a municipality's ability to achieve goals that are more suited to the corporate environment, especially with regard to rewards and consequences. Mr. Coleman continued that goals are driven down from the Mayor and Council; then management decides how to achieve them. Member Steve Beckman stated his belief that each department knows what their jobs are and how they should be measured.

- Chairman Jones asked Roger to sit with each department head to draft a list of goals to be presented to Council in approximately three weeks.

IV. Review and discuss FY 2014-2015 Preliminary Budget for CCPD (final budget), PD General Fund, and Streets Fund.

- Roger Unger stated the CCPD approved their budget earlier this evening, which is included in this packet.
- Due to changes to the TMRS actuarial tables, the City will see a 35% increase to its TMRS budget line across all departments. Health insurance rates will increase next year, but not as much as originally expected. BCBS has postponed its age-banding rate changes. Roger anticipated going from \$600/employee/month to \$690. He has now changed that line item to \$650/employee/month. This decrease will somewhat offset the TMRS increase.
- IT expense will increase across all departments from \$72K to \$92K next year with the implementation of a new contract with CalTech for more complete IT services. CalTech will provide all IT services, acting as a direct Help Desk to every employee, no longer having to go through Lt Lipperdt. Also, our data storage capacity will increase from 500 GB to 1 TB. The City will likely require a complete phone system upgrade within two years as current hardware and software become obsolete.
- Chief Reim presented the PD org chart, discussed the warrant officer position, and police vehicle purchase for next year.
- Roger stated street maintenance is funded by a voter approved ¼ cent sales tax. This tax can be used for anything related to maintaining streets, including employee salaries and computer HW/SW to maintain data, etc. Mrs. Melva Campbell asked about the street along Burton Hill Elementary. Repairs will be made this summer so as not to interfere with the school session.
- **No action was taken.**

V. Set next meeting date: July 8, 2014 at 6:00pm, prior to the Regular Council meeting.

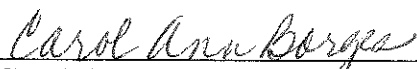
ADJOURNED at 6:51pm by Chairman Jones.

MINUTES APPROVED on this day, the 8th day of July, 2014.



Kelly Jones, Chair

ATTESTED TO BY:



Carol Ann Borges, City Secretary

