



Process Improvement Steering Committee

October 29, 2025, at 3:00 P.M.
City Hall, Building 1, Room 2118
2401 Courthouse Drive

Meeting Minutes

Attendance

Members Present

Brad Martin – *Chair* Billy Almond, Tuck Bowie – *Vice Chair*, Bill Coley, Stacy Cumminngs, *Councilmember*, Larry Dotolo, Mike Eason, Bruce Johnson, Clenise Platt, Donna Turner, Sarah Welch

Members Absent

Bob Dyer – *Mayor*, Stephen Romine, Joash Schulman, *Councilmember*

City Staff Present

Thepiolus Aspiras, IT Solutions Manager, Monica Croskey, Deputy City Manager, Ed Feeney, City Liaison, Kenny Hirsch, OPA Analyst, Katilyn James, Deputy Director of Budget and Management Services, Elisabeth Phinney, Data & Standards Coordinator, Susan Salafranca, Recorder, Peter Wallace, Chief Information Officer

Welcome and Call to Order

Chairman Martin welcomed members and called the meeting to order at 3:01 p.m.

Approval of Minutes

Noted correction to mark Bill Coley's attendance at September 24, 2025, meeting as absent. A motion was made to approve the minutes by Bruce Johnson, seconded by Larry Dotolo. The motion was passed unanimously.

Old Business

- **Budget Subcommittee Update**
 - Members reviewed a dashboard of 99 ranked items for budget reduction exploration.
 - Recommended 30 items for additional review and requested impact statements from departments.
 - Discussed creative ways to look at budget reductions. Can the City generate revenue through increased fees?
 - Kaitlyn James addressed FTE funding questions and informed the committee of federal level impacts from two budget cycles ago.

- Budget & Management Services will provide results to Members.
- **Standby Pay Project**
 - Based on data provided by Thepiolus, Subcommittee Members determined standby pay is being efficiently used as a management and situational staffing tool.
 - Subcommittee Members recommend a cyclical report to assess economies and efficiencies.
 - Recommend departments have a standby pay policy and procedures in place.
 - Thepiolus will work with Subcommittee Members on a summary report.
- **Stormwater Project Update**
 - Subcommittee Members will give a presentation to Council in November.
 - Planning has new classifications.
 - City has more regulations above what is federally required. This can have negative economic impacts.

Other Business

City Staff will review legal requirements to hold virtual committee meetings.

Announcements

Next Meeting – Wednesday, November 19, 2025, at 3:00 P.M.

Adjournment

Meeting adjourned at 4:25 P.M.

Called to order by

Brad Martin, *Chair*

Process Improvement Steering Committee

Minutes prepared by

Susan Salafranca, *Recorder*

Information Technology