



Process Improvement Steering Committee

November 19, 2025, at 3 p.m.
City Hall, Building 1, Room 3008
2401 Courthouse Drive

Meeting Minutes

Attendance

Members Present

Brad Martin - *Chair*, Tuck Bowie - *Vice Chair*, Billy Almond, Bill Coley, Stacy Cummings - *Councilmember*, Mike Eason, Bruce Johnson, Clenise Platt, Joash Schulman - *Councilmember*, Donna Turner, Sarah Welch

Members Absent

Larry Dotolo, Stephen Romine

City Staff Present

Kevin Chatellier - *Director Budget and Management Services*, Monica Croskey - *Deputy City Manager*, Ed Feeney - *City Liaison*, Kaitlyn James - *Deputy Director of Budget and Management Services*, Amanda Jarratt - *Deputy City Manager*, Susan Salafranca - *Recorder*, Peter Wallace – *Chief Information Officer*

Welcome and Call to Order

Chairman Martin welcomed members and called the meeting to order at 3:00 p.m.

Approval of Minutes

A motion to approve the October meeting minutes was made by Tuck Bowie and seconded by Bruce Johnson. The motion passed unanimously.

New/Ongoing Business

- **Budget Project Subcommittee Update**

Members discussed Impact Statements provided by departments and compiled by Budget Management Services. Sarah Welch noted that some departments offered creative ways to reduce the budget and included recommendations to increase revenue through new or increased fees. Monica Croskey will provide a survey for Members to rank items and feedback. Additional dialogue among Members will be conducted via email. Final recommendations will be submitted to City Council for review and consideration.

Old Business

- **Standby Pay Project Update**

Mike Eason and Bruce Johnson are working with City Staff to finalize an executive report for Council presentation in December.

- **Stormwater Project Update**

Brad Martin and Tuck Bowie attend the SWAG presentation to City Council on November 18, 2025.

Announcements

Next meeting is cancelled and will not be held on Wednesday, December 31, 2025.

Adjournment

Meeting adjourned at 4:43 p.m.

Called to order by
Brad Martin, chair
Process Improvement Steering Committee

Minutes prepared by
Susan Salafranca, recorder
Information Technology