



# Process Improvement Steering Committee

February 25, 2026, 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*, Bill Coley, Larry Dotolo, Mike Eason, Bruce Johnson, Clenise Platt, Stephen Romaine, Donna Turner, and Sarah Welch

#### Members Absent

Billy Almond

#### City Staff Present

Monica Crosky – *Deputy City Manager*, Peter Wallace – *Chief Information Officer*, Ed Feeney - *City Liaison*, Susan Salafranca - *Recorder*

### 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 January meeting minutes was made by Bruce Johnson and seconded by Tuck Bowie. The motion passed unanimously.

### New/Ongoing Business

- Committee members reported earlier concerns about Conflict-of-Interest emails have been resolved.
- Liaison to send reappointment forms to members with expiring terms
- Budget Exercise for CY 2026 (FY 2028) will start in Fall 2026 (HR & Emergency Mgmt)
- No update on stormwater this month

### Old Business

**Planning DSC Site Plan Review Report** – Chair Martin reviewed the report with members. Questions were raised about the "precision" of the review rate. Monica shared that IT created a comprehensive dashboard that provides more detailed information. It was suggested to invite Kathy Warren, Director of Planning, to provide an

update and present to the committee at the March 25 PISC meeting.

## New Business

**Council Pay** – The City Manager (CM) wants to engage with Brent McKenzie, Legislative Affairs representative, and explore other annual options, such as aligning council pay increases with employee increases or tying them to CPIs/meeting goals. Committee members asked about benefits for council members and whether they are classified as part-time or full-time staff. The history of Council Management and Council Led Government will be reviewed. PISC would research council pay if requested, including how it compares with other cities' council pay. Stipends and aides will also be considered. Sarah Welch offered to begin with benchmark studies. The CM requested the policy/practice methodology for determining council pay. Discussion on performance-based pay for council members and developing an SOP for evaluating council pay was suggested.

Monica will send her council pay information to Ed. The full compensation package for council members will be examined.

**VB Schools Collaboration** – Chair Martin recommended postponing this topic until after budget hearings in May; it will remain under New Business.

## Announcements

Next meeting will be held on Wednesday, March 25, 2026, at 3:00 p.m.

## Adjournment

Meeting adjourned at 4:04 p.m.

---

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

---

Minutes prepared by  
Susan Salafranca, recorder  
Information Technology