



**Long-Term Financial Policy and Audit  
Subcommittee  
Special Meeting Minutes - Draft**

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Thursday, April 25, 2024

4:00 PM

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**SPECIAL MEETING**

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Acting Chair Mark Stapp at 4:00pm

Also present were;

City Manager, Maraskeshia Smith

Assistant City Manager, Daryel Dunston (Zoom)

Director of Housing & Community Services, Megan Basinger (Zoom)

**Present:** 2 - Mark Stapp, and Dianna MacDonald

**Absent:** 1 - Chair Natalie Rogers

**2. PUBLIC COMMENTS NON-AGENDA MATTERS**

**This is the time when any person attending in person may address matters not listed on this agenda, but which are within the subject matter of the jurisdiction.**

**The public may comment on scheduled agenda items when the item is called. Each speaker is allowed up to three minutes.**

There were no comments from the public

**3. APPROVAL OF MINUTES**

**3.1 Regular Meeting Minutes**

**Attachments:** [Regular meeting Minutes - LTFPA March 21, 2024 - draft](#)  
[CANCELLATION NOTICE - LTFPA - April 11, 2024](#)

This item is continued to the next meeting so that a quorum can approve the minutes.

Member MacDonald asked to be recused, due to being absent from the March 21, 2024 meeting.

#### **4. SCHEDULED ITEMS**

##### **4.1 FY 23/24 QUARTERLY BUDGET REVIEW - THIRD QUARTER**

Presenter: Veronica Conner, Budget and Financial Analysis Manager

Purpose: A look at the budget for the quarter, with a focus on the General Fund

Recommendation Action: Information

**Attachments:** [Q3 2023-24 LTFPA Presentation](#)

The committee discussed the presentation.

There were no comments from the public.

##### **4.2 IN-HOUSE SERVICES**

Presenters: Veronica Conner, Budget and Financial Analysis Manager and Alan Alton, Chief Financial Officer

Purpose: A discussion on the Finance Department's approach to performing cost analyses on services performed by a contractor versus in-house. The presentation will discuss a standardized methodology to determine if there are potential savings.

Recommendation Action: Information

**Attachments:** [In House Services Presentation](#)

The committee discussed the presentation.

There were no comments from the public.

## **5. FUTURE AGENDA ITEMS**

**This time is reserved for discussion whether to place matters on a future agenda for further discussion.**

**Our next regular scheduled meeting: Thursday, May 9, 2024, at 3:30 pm is cancelled.**

**The following regular meeting scheduled will be held June 13, 2024, at 3:30pm**

- How to create more activity downtown, with less impact from Parking.
- Establish a clearer budget to citywide events. Establish top events and discuss budget commitment for each one. Determine the budget implications and justifications.

## **6. ADJOURNMENT**

The meeting was adjourned by Acting Chair Stapp at 5:16pm

**Approved: \_\_\_\_\_**

**Shelley McClure, Recording Secretary**