



## **SPECIAL MEETING MINUTES FINANCE COMMITTEE**

**September 19, 2014**

A Special Finance Committee meeting held on Wednesday, September 19, 2014, was called to order by Chair Stone at 10:00 a.m. in the Administration Conference Room, followed by the Pledge of Allegiance.

### **ROLL CALL**

Present:	Ms. L. Stone, Chair	Mr. S. McGuigan
	Mr. D. Craig	Ms. P. Snowden
	Mrs. C. Damoci	Mrs. M. Wood
	Mr. J. DeMarco	Ms. R. Winkler, Ex Officio

Staff:

- Mr. R. Ankeny, Executive Director
- Ms. C. Miller, Controller
- Ms. R. Smith, Human Resources (HR) Director
- Mr. S. Perez, ITS Manager
- Mr. D. Cox, Managing Editor
- Mr. M. Weaver, Community Facilities Manager
- Mr. T. DeLeon, Physical Property/Recreation Supervisor
- Mr. J. Rodgers, Purchasing Supervisor
- Mr. R. Gonzalez, Service Maintenance Supervisor
- Mr. J. Guerrero, Security Chief
- Mrs. V. Morris, Library Operations Supervisor
- Mr. L. Blake, GRF Representative, Mutual One
- Mrs. J. Reed, GRF Representative, Mutual Four
- Mr. P. Hood, GRF Representative, Mutual Five
- Ms. K. Rapp, GRF Representative, Mutual Seven
- Mr. L. Krieger, GRF Representative, Mutual Nine
- Mr. B. Lukoff, GRF Representative, Mutual Fourteen
- Mr. R. Kravitz, GRF Representative, Mutual Fifteen
- Mr. P. Moore, GRF Representative, Mutual Seventeen
- Nine Foundation Members

### **CHAIRS ANNOUNCEMENTS**

The Chair said that the purpose of today's meeting is to review and approve the proposed 2015 budget for all Cost Centers, which now includes salaries and wages. Department managers and supervisors in attendance were introduced.

## **NEW BUSINESS**

### **Review/Approve 2015 Foundation Budget**

#### **Cost Center, 20, Human Resources**

Mrs. Damoci MOVED, seconded by Mr. McGuigan and carried unanimously -

**TO** recommend the Board approve Cost Center 20, Human Resources, of the proposed 2015 Operating Budget, as presented.

#### **Cost Center 22, Emergency Preparedness**

Mrs. Damoci MOVED, seconded by Mr. McGuigan and carried unanimously -

**TO** recommend the Board approve Cost Center 22, Emergency Preparedness, of the proposed 2015 Operating Budget, as presented.

The members reviewed the proposed capital acquisitions for this department. After discussion, it was the consensus of the Committee to recommend the Board accept the capital acquisitions as presented.

#### **Cost Center 29, Administration Building**

Mr. Craig MOVED, seconded by Mrs. Damoci and carried unanimously -

**TO** recommend the Board approve Cost Center 29, Administration Building, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

#### **Cost Center 30, Administration**

The 2015 proposed budget for Cost Center 30, Administration. After discussion it was the consensus of the committee to remove Bylaw Amendments and to reduce the Litigation budget by \$75,000.

Mrs. Damoci MOVED, seconded by Mr. McGuigan and carried unanimously -

**TO** recommend the Board approve Cost Center 30, Administration, of the proposed 2015 Operating Budget, as amended.

The motion passed with one no vote (Mr. Moore).

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 31, Finance

Mrs. Damoci MOVED, seconded by Mr. McGuigan and carried unanimously -

**TO** recommend the Board approve Cost Center 31, Finance, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 32, Purchasing

Ms. Snowden MOVED, seconded by Mrs. Wood and carried unanimously -

**TO** recommend the Board approve Cost Center 32, Purchasing, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 33, Mutual Administration

Mrs. Wood MOVED, seconded by Mrs. Wood and carried unanimously -

**TO** recommend the Board approve Cost Center 33, Mutual Administration, of the proposed 2015 Operating Budget, as presented.

Cost Center 34, Information Technology Services

The 2015 Operating Budget reflects a 21.8% increase in salaries & wages or approximately \$47,000 due to the addition of a new department position (IT Systems Analyst). Funds of \$100,000 are to be used for contracted services in scanning documents. It was noted that this was also included in the capital budget. Mr. Craig MOVED, seconded by Mr. McGuigan and carried unanimously -

**TO** recommend the Board approve Cost Center 34, Information Technology Services, of the proposed 2015 Operating Budget, as presented.

The members reviewed the proposed capital acquisitions for this department. After discussion, it was the consensus of the Committee to recommend the Board accept the

capital acquisitions for ITS with removal of digital billboards and visual display solutions in the following locations:

- Clubhouses Two, Three, Four, Five and Six;
- Library Department;
- Administration – Downstairs Lobby and President's office

Cost Center 35, Library

Mrs. Damoci MOVED, seconded by Mrs. Wood and carried unanimously –

TO recommend the Board approve Cost Center 35, Library, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 36, News Office

Ms. Snowden MOVED, seconded by Mr. Craig and carried unanimously –

TO recommend the Board approve Cost Center 36, News Office, of the proposed 2015 Operating Budget, as presented.

The members reviewed the proposed capital acquisitions for this department. After discussion, it was the consensus of the Committee to recommend the Board accept the capital acquisitions for News Office as presented.

Cost Center 39, Onsite Sales Office

Mr. Craig MOVED, seconded by Mrs. Damoci and carried unanimously –

TO recommend the Board approve Cost Center 39, Onsite Sales Office, of the proposed 2015 Operating Budget, as presented.

Cost Center 60, Health Care Center

Mrs. Wood MOVED, seconded by Mr. McGuigan and carried unanimously –

TO recommend the Board approve Cost Center 60, Health Care Center, of the proposed 2015 Operating Budget, as presented.

Cost Center 65, Reserve Fund

Mr. Craig MOVED, seconded by Mrs. Damoci and carried unanimously –

**TO** recommend the GRF Board approve the 2015 operating budget for Cost Center 65, Reserve Fund, as presented.

Cost Center 37, Security

Mr. Craig MOVED, seconded by Mr. McGuigan and carried unanimously –

**TO** recommend the Board approve Cost Center 37, Security, of the proposed 2015 Operating Budget, as presented.

The members reviewed the proposed capital acquisitions for this department. After discussion, it was the consensus of the Committee to recommend the Board accept the capital acquisitions for the Security Department with the removal of the following:

- Replacement of office carpet in the main gate areas;
- Replacement of blinds at the main gate area;
- Reduce from two to one Radar Trailer.

The Chair called for a recess at 11:45 a.m. The meeting was resumed at 1:00 p.m.

Cost Center 38, Bus & Transportation

Mr. Craig MOVED, seconded by Mrs. Wood and carried unanimously –

**TO** recommend the Board approve Cost Center 38, Bus & Transportation, of the proposed 2015 Operating Budget and capital acquisition, as presented.

The members reviewed the proposed capital acquisitions for this for this department. After discussion, it was the consensus of the Committee to recommend the Board accept the capital acquisition, as presented.

Cost Center 40, Recreation

Mrs. Wood MOVED, seconded by Mr. McGuigan and carried unanimously –

**TO** recommend the Board approve Cost Center 40, Recreation, of the proposed 2015 Operating Budget, as presented

The members reviewed the proposed capital acquisitions for this department. After discussion, it was the consensus of the Committee to recommend the Board accept the capital acquisitions as presented.

Cost Center 45, Amphitheater

Mrs. Damoci MOVED, seconded by Mr. DeMarco and carried unanimously –

**TO** recommend the Board approve Cost Center 45, Amphitheater, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 46, Golf Course

Mr. Craig MOVED, seconded by Mrs. Wood and carried unanimously –

**TO** recommend the Board approve Cost Center 46, Golf Course, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 48, Swimming Pool

Mr. McGuigan MOVED, seconded by Ms. Snowden and carried unanimously –

**TO** recommend the Board approve Cost Center 48, Swimming Pool, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 49, Janitorial

Mrs. Wood MOVED, seconded by Mr. Craig and carried unanimously –

**TO** recommend the Board approve Cost Center 49, Janitorial, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 51, Clubhouse One

Mrs. Wood MOVED, seconded by Mr. Craig and carried unanimously –

**TO** recommend the Board approve Cost Center 51, Clubhouse One, of the proposed 2015 Operating Budget, as presented.



The members reviewed the proposed capital acquisitions for Clubhouse One. After discussion, it was the consensus of the Committee to recommend the Board accept the capital acquisitions, as presented.

Cost Center 52, Clubhouse Two

Ms. Snowden MOVED, seconded by Mrs. Damoci –

**TO** recommend the Board approve Cost Center 52, Clubhouse Two, of the proposed 2015 Operating Budget, as presented.

The Motion passed with one no vote (Mr. DeMarco).

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 53, Clubhouse Three

Mr. DeMarco MOVED, seconded by Mrs. Damoci and carried unanimously –

**TO** recommend the Board approve Cost Center 53, Clubhouse Three, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 54, Clubhouse Four

Mrs. Wood MOVED, seconded by Mr. McGuigan –

**TO** recommend the Board approve Cost Center 54, Clubhouse Four, of the proposed 2015 Operating Budget, as presented.

The Motion passed with one no vote (Mrs. Damoci).

The members reviewed the proposed capital acquisitions for Clubhouse Four. After discussion, it was the consensus of the Committee to recommend the Board accept the capital acquisition as presented.

Cost Center 55, Clubhouse Five

Mr. DeMarco MOVED, seconded by Mr. McGuigan and carried unanimously –

**TO** recommend the Board approve Cost Center 55, Clubhouse Five, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 56, Clubhouse Six

Mr. Moore MOVED, seconded by Ms. Stone and carried unanimously –

TO recommend the Board approve Cost Center 56, Clubhouse Six of the proposed 2015 Operating Budget, as presented.

The members reviewed the proposed capital acquisitions for this Clubhouse Six. After discussion, it was the consensus of the Committee to recommend the Board accept the capital acquisition as presented.

Cost Center 70, Physical Property

Mr. Craig MOVED, seconded by Mrs. Wood and carried unanimously –

TO recommend the Board approve Cost Center 70, Physical Property, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 74, Service Maintenance

Mr. Craig MOVED, seconded by Mr. McGuigan and carried unanimously –

TO recommend the Board approve Cost Center 74, Service Maintenance, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 75, Service Maintenance Supervision

Mrs. Wood MOVED, seconded by Mr. Craig and carried unanimously –

TO recommend the Board approve Cost Center 75, Service Maintenance Supervision, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

Cost Center 79, Community Facilities

Mr. DeMarco MOVED, seconded by Mrs. Wood and carried unanimously –



TO recommend the Board approve Cost Center 79, Community Facilities, of the proposed 2015 Operating Budget, as presented.

Staff noted that there were no planned capital acquisitions for this Cost Center in 2015.

**COMMITTEE MEMBER COMMENTS**

The members thanked the Controller for all her efforts and hard work.

**ADJOURNMENT**

The Chair adjourned the meeting at 4:30 p.m.



---

Linda Stone, Chair  
FINANCE COMMITTEE  
mm 11.17.14