

**Finance & Operations Committee
2019-2020 Workplan**

- Administrative and Financial Assessment Presentation & Review (3 months)
- Review of Executive Compensation (2 months)
- Compensation Study Presentation & Review (2 months)
- By Law Reviews (6 months)
- Operational Budget Reviews (4 months)
- Merit Increase Review (1 month)
- Benefit Plan Review (1 month)
- HR Manual Review (1 month)
- Capital Improvement Plans 2020/21 Review (1 month)
- Fleet Acquisition 2020/21 Review (1 month)
- Beach Patrol budget and level of service review (2 months)
- Maximus 3rd party cost allocation study presentation (1 month)
- Concessionaire Policy Review (2 months)
- Concessionaire Applicant Review (1 month)
- Conduct Executive Employee Reviews (2 months)
- Annual Financial Audit Review (1 month)

Board Approved

Date 1-28-2020

Signature Sheydenburg

Finance & Operations 2019-2020 Workplan

Quarter 1

<i>October</i>	<i>November</i>	<i>December</i>
Bylaw Review	Receive & review EOY Financial Statements Bylaw Review	Discuss & Recommend Proposal for Administration and Financial Assessment Bylaw Review

Quarter 2

<i>January</i>	<i>February</i>	<i>March</i>
Receive & Review 2018/19 Financial Audit (postponed until February) Receive & Recommend Concessionaires Applicants Bylaw Review	Review A & F Assessment Discuss Compensation Study Findings Discuss & Review 2020/21 Concessionaire Financial Policies Bylaw Review	Presentation of Maximus cost allocation study Discuss & Recommend Compensation Changes Discuss & Recommend F & A Policy Changes Discuss & Review Beach Patrol budgets & levels of service Bylaw Review

Quarter 3

<i>April</i>	<i>May</i>	<i>June</i>
Discuss Executive Compensation Discuss & Review Beach Patrol budgets & levels of service Conduct Executive Employee Reviews (Chair)	Discuss & Recommend Changes to Executive Compensation	Discuss & Recommend 2020 Fleet acquisitions Discuss & Recommend 2020/21 Capital Improvement Plans Discuss & Recommend 2020/21 Technology & Systems Upgrades Discuss & Recommend 2020/21 HOT values

Quarter 4

<i>July</i>	<i>August</i>	<i>September</i>
Discuss & Review 2020/21 Draft Budgets Discuss & Recommend HR Manual Amendments	Discuss & Recommend Merit Increase Discuss & Recommend Benefit Plans Discuss & Review 2020/21 Draft Budgets	Receive & Recommend 2020/21 Consolidated budgets

On-going agenda items:

- Receive and review monthly financial statements
- Receive and review quarterly financial reports